

# Systems Accountant

## The Role

<b>Location:</b>	Wellington	<b>Team:</b>	Finance
<b>Grade:</b>	17	<b>Reports to:</b>	Manager Finance
<b>Employment:</b>	Permanent	<b>Direct Reports:</b>	Nil

## Responsibilities

The key objective of the Systems Accountant position is to ensure that EECA's financial systems perform effectively so that they meet the needs of the organisation and to help ensure effective financial management at EECA. This includes systems maintenance and upgrades, leading process improvement, supporting and training users, and providing expert analysis and advice. This role helps to ensure that EECA's financial systems provide accurate and timely information that meet stakeholders' needs.

## EECA's Purpose and Behaviours

### Our Purpose

EECA's purpose is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

In order to get there, our strategic focus areas are:

- Productive and low emissions business
- Efficient and low-emissions transport
- Energy efficient homes
- Government leadership
- Engage hearts and minds

More information on who we are and what we do is available on our website [www.eeca.govt.nz/about-eeca](http://www.eeca.govt.nz/about-eeca)

### Our Behaviours

EECA has identified four behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.



Open to the new



Stand in others' shoes



Believe in 'we' not 'me'



Deliver the goods

## Key Result Areas

- Ensure financial systems are operating effectively.
- Provide expert financial analysis and advice
- Liaise with key suppliers (eg Technology One) to ensure EECA's financial systems are fit for purpose.
- Provide effective financial systems support across the organisation to help improve financial performance.
- Support the broader Finance team with their deliverables
- Detailed activities include:
  - a. System administration, including updates and enhancements (eg, CI Anywhere, e-Invoicing)
  - b. Train and support for staff
  - c. Support process improvements, including control environment enhancements
  - d. Work with the business on systems related integrations (new Grants Management System and Contracts Management System)
  - e. Ensure high quality financial information and reporting

## Key Competencies

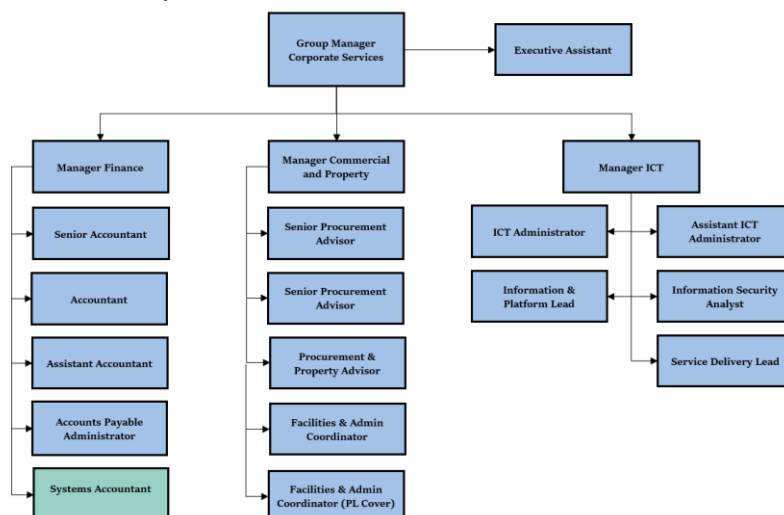
- Technical expertise and knowledge
- Planning and priority setting
- Finding solutions
- Communication and the presentation of financial information
- Relationship building, and providing strong customer service
- Project management
- Persuading and influencing

## Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

### Where your position fits to be added

#### Corporate Services Group



**Key Internal Relationships**

- EECA Wider Leadership Group

**Key External Relationships**

- Audit New Zealand
- External suppliers

**Educational Qualifications, Experience and Skills Required**

- Relevant tertiary qualification and appropriate work experience
- Practical experience in financial systems accounting
- Knowledge of Technology One would be an advantage
- Strong relationship and communication skills
- Advanced Excel
- Demonstrated analytical and problem solving skills with attention to detail
- Proven ability to work under pressure and implement business solutions in a proactive and resourceful style

**EECA's Working Environment**

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

**Working in the Public Service**

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o Te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

<https://www.publicservice.govt.nz/about-us/>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at: <https://www.publicservice.govt.nz/about-us/>

