

Position Description

Position Title - Ingoa Tūranga
Finance Coordinator (400870)

Post – Te Aka Aorere
New Zealand Embassy, Washington

Reports to - Menetia
Counsellor (Management)

About the Embassy

We represent the New Zealand Government in the United States of America.

We take a distinctively New Zealand approach, reflecting our diversity and heritage and the Ministry of Foreign Affairs and Trade (MFAT) values.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

We recognise the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Finance Coordinator is responsible for the management of the Embassy accounts, budgets and financial analysis to ensure the smooth and efficient operation of the Embassy.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

Finance

Undertake day-to-day accounting functions for the Embassy including payments, invoicing, funding and cost recoveries.

Manage the Embassy's Accounts Payable, including:

- Administer staff payroll, including NZ tax payments where applicable.
- Administer superannuation payments, fund recoveries and manage superannuitant correspondence. Liaise with the Ministry in Wellington, the investment advisers and the actuary overseeing the portfolio.
- Administer the Embassy bank account, reconcile payments and act as the receiving and banking officer.
- Administer all regular payments to vendors, ensuring all payments made are accurate and approved. This includes Standing Instructions, Automatic Payments, WIRE Payments and EFT payments.
- Administer the Embassy's Workers' Compensation scheme membership and account reconciliation.
- Generate all Financial Management Information System (FMIS) entries including payments, receipts and journals.
- Manage functions related to the corporate credit card program, including new card applications, access, reporting, transaction processing and compliance with the Ministry's policies and audit requirements.
- Reconcile the Embassy and wider US-based NZ Government Departments' (NZ Inc) payments which include for example monthly health insurance payments, property rentals & other administrative payments.

Manage the Embassy's Accounts Receivable, including:

- Raise recovery invoices or requests for external organisations that utilise the Embassy for NZ Inc related activities.
- Maintain good debtor relationships with the wider NZ Inc agencies and local Washington DC organisations.

Manage the Embassy's financials, including:

- Compile and complete drafts of the annual post budget entry, budget update including the explanatory notes, and the end of financial year returns.
- Liaise with Post management about the draft input and explanatory notes document and submit budget entry/update once management approve.
- Proactively monitor the budget and maintain expenditure within budget allocations and cashflow predictions. Analyse expenditure patterns for variance reporting and provide monthly reporting to Post Management.
- Undertake end of month financial procedures, including the monthly bank reconciliation and variance reporting.
- Manage representation funding and travel expenditure and report activity to Post Management.

Manage the Embassy's Internal Controls including:

- Maintain up to date records of financial authorities, commitments and internal controls.
- Conduct regular reviews of the Embassy's financial processes to ensure they are robust, efficient and cost effective, and are compliant with the Ministry's audit and internal controls requirements. Flag any concerns to Post Management or to Finance Division of MFAT.
- Uphold Ministry policies at the Embassy including advising and assisting staff to ensure compliance.

Administrative support

- Administer the leave management system for staff employed at Post.
- With the Official Residence Manager, administer the inventory of representational stocks including representational supplies
- Advise new Embassy staff of US banking requirements and the post's financial processes including their correct management of their expenses to ensure compliance with Ministry internal controls.
- Provide advice on financial processes and best practice to other NZ Inc agencies at post, and other New Zealand Posts in the US.
- Drive process improvements as they relate to administrative and finance processes.
- Provide back-up for other Team Administrators across the wider Embassy.
- Support the operations team as required with reception cover and deliveries.
- Contribute to Embassy-wide projects and emergency responses.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and within their experience and capabilities from time to time.

Organisational Responsibilities

- Understand MFAT's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which MFAT operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.

- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Be aware of and adhere to MFAT's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Contribute to the continuous development of MFAT's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Finance Coordinator will have the following experience, skills and knowledge:

Experience:

- Minimum of three years' experience in a business administration role with a focus on financial management and reporting.

Skills & Knowledge:

- Strong understanding of accounting IT systems (eg Oracle) and Excel spreadsheets.
- Proven ability to manage budgets and communicate/explain financial documents to management and other teams.
- Strong achievement/delivery focus, meeting high standards including accuracy and attention to detail.
- Experience managing external service providers, suppliers and debtors.
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure.
- Excellent written and verbal communication skills.
- Demonstrated ability to build and maintain effective relationships, including within a diverse team.
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement and initiative.
- Expert in Microsoft Office Suite, including Outlook, Word and Excel, and familiarity with electronic filing systems.
- Ability to anticipate issues and problems and think of creative and effective solutions.
- Demonstrated commitment to continuous improvement, including adaptability and openness to change.
- Personal integrity, discretion and an honest and ethical approach.
- Flexibility and willingness to adapt to changing job demands.
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Relationships - Pātahitanga

The Finance Coordinator position is required to build and maintain the following relationships:

Within the Embassy:

- Counsellor (Management)
- Embassy Management and other MFAT staff at post
- Ministry of Foreign Affairs & Trade divisions, in particular the Finance and Audit divisions
- NZ Inc agency staff located within the Embassy
- New Zealand Posts in the US and Americas region

Outside the Embassy:

- External service providers, suppliers and debtors

Delegations - Whakatautapatanga

- The role is not responsible for the management of any direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- Ability to obtain and maintain appropriate security clearances.

References

- **Ministry's Strategic Intentions**, available here: [Ministry's Strategic Intentions](#)