

Position Title - Ingoa Tūrangā

Finance Systems Business Analyst (P401916)

Group - Puni

People and Operations

Division - Tānga

Finance

Reports to - Menetia

Unit Manager

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūrangā mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi/te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

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

The Ministry recognises 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 purpose of this position is to provide analysis services(technical and business) for appropriate financial data management standards, documentation and processes, providing training and advice and participating in FMIS development, data analysis and project work. The role will liaise with key project stakeholders and ensure that the interests of the Ministry are protected at all times. The role will be responsible for a range of business analyst tasks that are required at the various stages of the SLDC for FIN Business Systems.

Key Accountabilities - Kawenga Matua

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

Role specific

- Complete problem analysis and solution success criteria.
- High level and detailed requirements gathering with full requirements traceability.
- Work with the project members, stakeholders & vendors to analyse the high level solution options and provide recommendations.
- Write and/facilitate updates to FIN Business System and Processes documentation
- Undertake business change impact analysis and process change.
- Identify technical dependencies across multiple portfolios
- Contribute to the processes, tools and templates to ensure efficiency and effectiveness of the FIN business Systems and Processes capability within the Ministry is continually improved.

Management Reporting

- Develop and implement management reports that are relevant to the business groups, user friendly and easily understood by budget holders and decision makers
- Perform complex data analysis and deliver queries per internal business requests and to provide audit support.
- Provide financial business and management information, analysis, reporting, modelling and measurement

Compliance and Risk Management

- Operate under the Generally Accepted Accounting Practice (GAAP) and meet the requirements of Treasury guidelines, Public Finance Act and the State Sector Act
- Report any possible financial risks that are material to the Manager as soon as they have been identified

Leadership

- Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes

Relationship Management

- Develop and maintain key relationships both internally and externally in order to advance the division's objectives

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
 - Understand and apply the strategic context in which the Ministry 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 the Ministry'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 the Ministry'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.
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Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Financial Systems Business Analyst will have the following experience, skills and knowledge:

Experience:

- A minimum of 5 years' experience as a business analyst or consultant with at least 3 years working with enterprise systems.
- Strong qualitative and quantitative analytical skills
- Proven ability to gather and interpret information to make recommendations and inform insight
- Systems integration and data modelling experience

Skills and knowledge:

- A sound understanding and demonstrated experience with financial systems. Experience with Oracle Fusion ERP & EPM will be an advantage
- Ability to convey complex information logically and concisely in both written and oral forms.
- Ability to research and analyse issues and develop appropriate recommendations
- Expertise in financial analysis and the interpretation of financial and non-financial information
- Knowledge of computer and/or communications security issues and standards
- Excellent interpersonal and communication skills, both written and verbal
- Track record of creating practical solutions to complex and ambiguous problems
- Demonstrated initiative and innovation
- Ability to present ideas in business-friendly and user-friendly language
- Strong qualitative and quantitative analytical, evaluative and problem-solving abilities
- Excellent time management skills with the proven ability to effectively prioritise and execute tasks in a high-pressure environment
- Strong planning and organising skills
- Commitment to continuous improvement with the ability to implement and champion organisational change
- Ability to work effectively with a diverse group of people from a range of cultures and backgrounds
- Demonstrates a high level of integrity and discretion with a strong ethical approach
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Sound understanding of tikanga and Treaty of Waitangi principles
- Competent in Microsoft Office suite of products
- Ability to work effectively with colleagues within the division
- Sound judgment and decision making skills
- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus
- Sound understanding of tikanga and Te Tiriti o Waitangi principles

Qualifications:

- A tertiary qualification in Information Technology and/or Business Analysis or equivalent level of experience working in an analyst role
- Membership of NZICA is preferred

Relationships - Pātahitanga

The Financial Systems Business Analyst is required to build and maintain the following relationships:

Within the Ministry:

- FIN BIP Unit Manager
- Divisional Manager and Finance Division staff
- Project Managers, Project teams and working groups
- Relevant Business Division staff and key stakeholders
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Other government departments and agencies
- Central agencies
- Suppliers of solution and services
- Support Resources for FIN Business Systems and Processes

Delegations - Whakatautapatanga

- The role is responsible for the management of no direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūrangā Whakahauanga

- You must hold New Zealand citizenship or New Zealand Permanent Resident visa.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions 2019-2023**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>