

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Financial Business Partner, Pouwhakahaere - Mahere Pūtea/Tātari	Wellington	Nil	Strategy, People & Partners (SPP)

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

Providing financial, administrative and analytical support to the organisation is part of building NZTE's capability in this space. You will complete tasks across the breadth of financial responsibilities, learning and developing your financial acumen to support NZTE. There's a key focus on management accounting including supporting the international offices, as well as day to day system maintenance, fixed assets and project support. You will play an important role as the contact for international user training and support as well as providing back up support for a number of other tasks across the Finance team.

WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Meet monthly finance timetables and schedules for timely and accurate financial reporting.
- Support the Financial Planning and Analysis Manager, Finance Business Partners, and wider finance team.
- Collaborate with the Finance team and other business teams to work on various accounting projects, including carbon reporting initiatives.
- Perform required system maintenance and provide support to the Digital team in relation to the development of and error resolution of financial systems.
- Support Accounts Payable and Accounts Receivable when necessary.
- Processing monthly accruals and performing reconciliations of accounts, ledgers, and fixed assets within expected time periods.
- Verifying financial statements, ledgers and accounts and making corrections where appropriate.
- Supporting the annual budget planning process.
- Communicate and facilitate a high standard of user experience, training, development, and support.
- Most importantly, develop as a professional accountant.
- Strong collaboration across the team to support accurate and timely financial processes and control.
- Work with finance users to train, support and advise.

Success in this role means:

- All NZTE are enabled to use our financial resources to achieve their goals.
- All NZTE has a great customer experience in using the Finance team.
- Teams are using finance systems to their best advantage, minimising the administrative tasks of their role, to maximize NZTE customer focused outcomes.
- The organisation has confidence in the management of our financial resources and the controls to support good financial stewardship.

WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

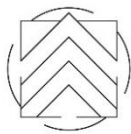
- **Strong relationships and interpersonal skills** - able to use and build on existing connections and maintain great relationships with multiple people. Relates well to everyone, understands how they impact others and manages conflict well. Collaborates across the organization, not just within their team.
- **Flexible** - can eliminate roadblocks without being knocked off balance by the unexpected. Can effectively cope with change, can decide and act without having the total picture. Ability to be self-directed and motivated, counted on to get the job done among tight and competing deadlines.
- **Detail orientated and curious** - enjoys working hard; does what they say they're going to do and is full of energy for the things he/she sees as challenging. Is not satisfied by the status quo and wants to push the boat out on innovation.
- **Drives for results** - can be counted on to exceed goals successfully; is constantly and consistently one of the top performers.
- **Great at prioritising** – spends time on what's important; zeros in on the critical, eliminates roadblocks; creates focus for self and team.
- **Good understanding of NZTE** – Is able to work effectively within NZTE's systems and operating model to deliver results.
- **A solution focus** – not focused on the problem but on the solution, using every opportunity to provide insight and impetus for future change.
- **Customer champion** - is focused on the internal customer's experience locally and internationally. Gets first-hand customer information and uses it for improvements in products and services; establishes and maintains effective relationships with customers.
- **Technical skills** – accounting graduate, provisional CA or CPA on development path to professional certification and intermediate Microsoft Office skills, particularly Excel.

Our characters | Ō mātou uara

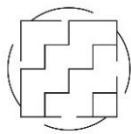
- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

FINANCE ANALYST, KAITĀTĀRI PŪTEA

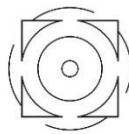
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



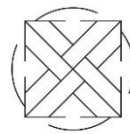
AMBITION
Drives us



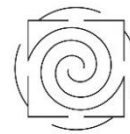
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as "*enhancing mauri to deliver impact*".



NZTE is committed to uplifting the mana of Māori as tāngata whenua and recognises Te Tiriti ō Waitangi/ the Treaty of Waitangi as Aotearoa's founding document.