



Position:	Kaikaute Pūnaha me Tahua – Systems & Financial Accountant		
Team/Directorate:	Te Tahua, ngā Rawa me te Hokohoko – Finance, Property & Procurement		
Te Puni:	Te Puni Rangatōpū Corporate Puni		
Reports to:	Kaiārahi, Tahua – Manager, Finance		
Location:	Tari Matua, Pōneke National Office, Wellington		
HR Delegations	Nil	Financial Delegations	Nil
Date:	Huitanguru 2026		

Mō Te Puni Kōkiri | Te Puni Kōkiri Statement

Te Puni Kōkiri leads policy advice to the Government on Māori development and Iwi and Māori relations with the Crown. To do this effectively we must position ourselves to elevate our monitoring and mentoring responsibilities and emphasise our role in holding other agencies to account for delivery of public services to, for and with Māori.

Our vision is Thriving Whānau – *when whānau are thriving, so do their communities, hapū, iwi and all of Aotearoa*. This vision drives our efforts to build an Aotearoa New Zealand by *drawing strength from our past to build an Aotearoa New Zealand where whānau can all stand, thrive and belong*.

There are two key approaches that frame our work and position us for strategic influence by ensuring that, over time, government effort is aligned to evidence-based approaches that work, for and with Māori:

- Delivery approach – Whānau-centred, locally led, government enabled.
- Policy approach – Te Tautuhi ō Rongo public policy framework.

Our strategic priorities areas:

- Whānau Ora
- Māori economic development and growth
- Monitoring and mentoring
- Māori language and culture
- Iwi and Māori relations with the Crown

If you would like to find out more about Te Puni Kōkiri and our strategy, visit our website tpk.govt.nz.

Mō te Puni Rangatōpū | Corporate

The Corporate puni works across Te Puni Kōkiri to partner with stakeholders to enable us to maintain and enhance our capability to deliver efficient, effective and economical outputs. We deliver this through the provision of high-quality advice, systems, tools and processes that are tailored to the needs of Te Puni Kōkiri.

Mō te Tīma | About the team

The Finance, Property and Procurement Directorate has six key functions and provides Te Puni Kōkiri with:

- timely and accurate financial information to meet the external financial reporting requirements
- leadership in the area of financial management, so as to contribute to on-going improvements in organisational performance
- specialist financial knowledge and expertise is shared with business groups to ensure financial strategies and policies are successfully implemented across the Ministry



- an efficient financial management administration service, including an accounts payable service, purchasing, maintenance and other administrative services
- an oversight of procurement and contracting processes including running tenders, negotiation of terms and contract preparation and assisting the Ministry to meet its state sector obligations
- overall responsibility for property and facilities management for the Ministry

Mō te Nohoanga | About the Role

The Systems and Financial Accountant has sole charge of maintaining the integrity of Te Puni Kōkiri's financial systems and leads the continuous systems and business process improvements to ensure the optimisation of the systems and to align current processes with best practice. The Systems and Financial Accountant provides expert advice on financial systems and general financial accounting to staff and management and is a key role for supporting the Senior Financial Accountant and Management Accountants with interim and year end reporting and audits. The Te Puni Kōkiri financial system forms the backbone of both internal and external reporting. It is essential not only for accurately measuring financial performance but also for providing the information required to meet Government financial reporting obligations. As a result, the role of a skilled systems accountant to maintain the integrity of the system is critical within the finance team.

Ngā Haepapa me ngā Kawatau | Accountabilities & Deliverables

Delivery of specialist systems accounting management and sole custodian of the core Financial Information System (FMIS) that actively support, and contribute to the achievement of Te Puni Kōkiri outcomes and that deliver to the needs of internal and external stakeholders including but not limited to:

- Implementation of new financial systems' functions as well as upgrades to new releases
- Financial data integrity
- Financial system administration functions including month end and year end processes, interfaces, charts and ledgers maintenance, budgeting and forecasting model maintenance
- Maintenance and development of automated processes e.g. costs allocations, interfaces to other systems such as Pīwawa (Internal Contract Management System) and PayGlobal
- Development and maintenance of reports and queries
- Development and maintenance of dashboards
- Help desk facility for users and user training
- Maintenance of user schedules and maintenance of system's licenses
- Ad hoc data analysis and reporting to support OIAs, WPQ's and general queries from kaimahi
- Leading initiatives to optimise the full potential of financial systems and business processes
- Leading responsibility for maintaining the integrity and stability of Te Puni Kōkiri's Financial Management Information System (FMIS)
- Providing expert advice to project managers on the potential impact of system changes on Te Puni Kōkiri's FMIS and vice versa
- Delivering training and maintains financial system procedures
- Assisting Financial Accountant in preparing and ensuring accurate external reporting to Treasury in a timely manner
- Is a key participant in the year end and interim audits, particularly systems and security audits

Mōu – Ngā Pūkenga me ngā Wheako | About You – Skills & Experience

- Strong interpersonal and influencing skills with the ability to communicate effectively and confidently, to build credibility and engage confidently with a wide range of stakeholders at all levels within a large organisation, as well as external partners
- Minimum of 3 years' experience in a financial systems accounting background with preferable exposure to systems implementation, upgrades and integrations.
- Ability to explain and present complex information to a wide variety of audiences in a clear and understandable way



- Proven ability to work collectively as part of a successful team
- Proven experience in analysing and interpreting complex information from a variety of sources to provide effective and sound recommendations
- The ability to work under pressure and with little supervision to meet deadlines, set priorities and meet the requirements of management
- Proven ability to work independently using sound judgement and initiative
- Comfortable in a te ao Māori environment and in situations where tikanga is observed
- A level of competency in te reo Māori, or a willingness to learn, showing commitment to cultural engagement
- Broad understanding of Te Tiriti ō Waitangi and recognising the importance of the Treaty from both Māori and Crown perspectives
- Understanding of the Te Puni Kōkiri Strategic vision and the measures of success for the organisation
- Understanding of the machinery of government and the political environment in which Te Puni Kōkiri operates
- Sound understanding of privacy strategy, personal information policy, personal information and processes
- Working knowledge of the Official Information Act 1982 (OIA) including compiling and processing responses to OIA requests effectively
- A member of the Institute of Chartered Accountants of New Zealand or actively working towards this or an equivalent qualification is preferred
- Good understanding of database architecture
- Skilled in process flow documentation and document control management