



**Hāpaitia**  
Shared Services

## Finance Assurance & Systems Accountant

### Position Description

<u>Position Title</u>	<u>Finance Assurance &amp; Systems Accountant</u>
<u>Group</u>	<u>Hāpaitia Finance</u>
<u>Reports to</u>	<u>Finance Team Lead</u>
<u>Location</u>	<u>Wellington/Remote</u>
<u>Position type</u>	<u>Full Time, Permanent</u>

#### About Hāpaitia

*Tēnei te mihi atu ki a koe, ki te hunga e whakaaro ana mō te tūranga nei. He kaupapa whakahirahira tēnei hei hāpai i ngā mahi, hei āwhina, hei pīkau hoki i ngā mahi mō ngā ISB e ono. Ka rere tēnei karanga ki te hunga whai pūkenga, whai wheako hoki, whai mātauranga hoki e tika ana ki tēnei momo mahi. Hono mai, tonu mai, nau mai.*

This is an acknowledgement to you, to all those who may be considering applying for this role. This an important initiative - its purpose being to uplift, to assist, and carry out duties for the eight ISB. We invite all who may possess the necessary skills, experience, and knowledge for this type of work. Connect, apply, welcome.

Hāpaitia Limited (Hāpaitia) is a subsidiary of the eight Industry Skills Boards (ISBs) and is responsible for providing shared services support for the core and common capabilities and functions that underpin the operational activities and other shared services functions that will support the eight Industry Skills Boards (ISBs). Such functions are People and Culture Operations (Human Resources), Finance, Payroll, Information Technology, Administration, and Facilities Management.

#### About Industry Skills Boards (ISBs)

The ISBs were created under the Education and Training (Vocational Education and Training System) Amendment Act 2025 to take over the mahi of their predecessor Workforce Development Councils and provide industry with greater leadership across vocational education and training, by ensuring the voice of industry is represented in making Aotearoa's workforce fit for today, and for the future. The ISBs take a strategic view of the future skills needs of industries, and partner with iwi and Māori specific industry sectors to set standards, develop qualifications and help shape the curriculum of vocational education and moderate assessments against industry standards. They also provide advice to the Tertiary Education Commission on investment in vocational education and determine the appropriate mix of skills and training for the industries they cover.

#### Diversity and Inclusion

We are a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff honour Te Tiriti and reflect the diversity of Aotearoa, New Zealand and the industries and people we work

to support, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

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### Position overview

The Finance Assurance & Systems Accountant will provide accurate and timely management accounting services, financial systems maintenance and assurance services for internal control systems for Hāpaitia Ltd and the eight industry skills boards. This position also provides financial expertise and support to the Finance Team Lead and CE for Hāpaitia. As a member of the Hāpaitia Finance team you will be responsible for supporting the budgeting and forecasting processes, the provision of analytical financial information, management accounting reports, maintenance of core financial systems and assurance that internal control systems are functioning effectively.

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### Key Accountabilities

#### Analysis & Reporting

- Evaluation of financial and other performance data to enable effective decision making
- Preparation of monthly project reports for project managers
- Review of Sensitive Expenditure reports prepared by team members prior to submission to the CEs for approval.
- Provide historical financial data and analysis as requested
- Creation and maintenance of dashboards across financial systems
- Preparation of six-monthly TEC financial reports and submit to Chief Executives
- Provide for support for cost centre managers regarding budget management, forecasting and management of expenditure.
- Assist with the preparation of budgets and scheduled forecasts and entry into Sage Intacct System.

#### Systems Maintenance and Assurance

- Maintenance of all finance system structures, GL/Cost Centre and Project maintenance, user access, permissions and delegations (Sage Intacct, Emburse).
- Ensure appropriate financial controls are in place to guarantee the integrity and security of financial information and resources.
- Ensure compliance with key system internal controls and complete quarterly checklists.
- Prepare quarterly user reports for review and approval by Chief Executives and file for audit.
- Ensure all systems documentation is regularly updated.

#### Special Projects

- Assist with other special projects as required.
- Provide other support for the Finance Team Lead.

#### Health & Safety, Policy and Compliance

- Be responsible for your own health, safety and wellbeing while not putting others at risk around you, participate in and comply with the requirements of the Health and Safety at Work Act 2015 and associated policies and procedures in place, including undertaking health, safety and wellbeing activities such as induction and training.
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### Skills, Knowledge and Experience

#### Skills

- Experience in Senior Finance roles

- Experience in building positive working relationships
- Understanding of and experience in New Zealand Public Sector Finance
- Excellent interpersonal skills and proven ability in developing relationships across a business and the ability to influence at senior levels in an organisation
- Strong strategic and analytical skills, and proven application of these to achieve strong performance
- Strong commercial acumen
- Resilient, business minded and collaborative
- Proven experience in supporting the business through change and transformation
- Financial/budget management
- Finance Systems management experience
- Internal/Internal audit experience

#### Qualifications

- Accountancy qualification, including membership of CAANZ or equivalent, or working towards full qualification.
- Experience working in a similar environment desirable but not essential
- Advanced Microsoft Office (Excel & Word) skills.

#### Experience

- Relevant experience working in commercial or government sector finance roles for at least 3 years

#### Role Requirements

##### Relationship management

- Develops relationships within and outside the organisation by working with and through people to achieve outcomes
- Maintains mana and gravitas with all levels of leaders and people within ISBs and across the sector

##### Teamwork/interpersonal skills

- Builds and maintains relationships through respect for individuals, open communication, and displaying sensitivity towards others
- Demonstrates an approach to working with and through others that shows a willingness and drive to embrace a culture of collaboration and ownership
- Works comfortably at all levels (internal and external)

##### Quality and results focus

- Is detail conscious and continually strives for greater levels of effectiveness, efficiency, and minimisation of risk
- Sets goals, predicts and overcomes barriers to achievement
- Maintains a focus on priorities
- Demonstrates initiative (i.e., takes action before being asked, makes suggestions on how to improve things, attempts to resolve problems in the first instance)
- Demonstrates energy, determination, tenacity and persistence to achieve outcomes
- Shows a commitment to continuous learning and development - thus improving capabilities for the organisation.

##### Higher level thinking and judgement

- Sees the bigger picture / patterns and connections
- Is perceptive and insightful – comfortable in a new environment and understands it very quickly

- Anticipates and identifies consequences of actions and obstacles - makes sound decisions based on thorough analysis

#### Integrity and accountability

- Maintains a high standard of ethical practice, remaining fair, honest, reliable and trustworthy in dealings with all people
- Takes responsibility for own actions

#### Relationships

In fulfilling the responsibilities of this role, the position holder will be required to work effectively with a wide range of key stakeholders, including:

Finance Team members

Administrators and managers

Professional service providers

Business Enabling Systems, Emburse, and other finance systems consultants

Suppliers

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#### Delegations

N/A

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#### References

##### Legislation / Foundation documents:

- Education and Training Act 2020
- Te Tiriti o Waitangi

Available here <https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html>