

Position description

Senior Financial Analyst

Who we are

Confidence in a free, fair and secret voting system is at the heart of any democracy.

In Aotearoa New Zealand this is something we almost take for granted. But it relies on the integrity of our electoral process, and at the Electoral Commission safeguarding trust and confidence in this process is central to everything we do.

We are an independent Crown Entity operating the electoral system as prescribed in the Electoral Act and mandated by parliament. We run the country's general elections, by-elections and referendums.

But our work extends beyond the usual three-year cycle and running general elections. We meet complex and constantly changing requirements to keep New Zealanders at the centre of the process. We promote wider understanding and participation, including engagement and education programmes.

This is a priceless heritage. It belongs to all New Zealanders. We are proud to be constantly advancing and sustaining the processes it relies on.

Position purpose

The Senior Financial Analyst provides specialist financial analysis, reporting, and advisory services that support the Commission's financial health and strategic decision-making. This role is central to ensuring high-quality financial insights, accurate forecasting, and robust financial management across the organisation, and works closely with other members of the Finance team.

The Senior Financial Analyst main responsibility is to build and maintain advanced financial models, perform data analysis, and develop reporting capability; ensures strong financial controls; and supports leaders with evidence-based advice that enables effective planning, monitoring, and decision-making. The role maintains high standards of financial integrity and ensures systems and processes comply with Generally Accepted Accounting Principles (GAAP) and the Commission's financial accountability requirements.

As part of the Enterprise Services Group, the role is expected to apply sound judgement, collaborate effectively across business units, influence positive financial behaviours, and drive continuous improvement in financial processes and reporting.

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Role and Responsibilities

Internal & External Financial Reporting

- Developing, refining, and managing the production of high-quality internal financial reports, dashboards, and insights.
- Support Finance Business Partners by ensuring managers and budget holders receive timely, accurate, and relevant financial information to monitor performance and manage budgets effectively.
- Assisting with the preparation of the financial components of the Annual Report and other corporate documents.
- Providing input into quarterly internal and external reporting aligned to strategic planning documents.
- Assisting with drafting accurate, well-evidenced financial reports for the Board.

Financial Management and Monitoring

- Supporting Senior Leadership Team members to identify longer-term financial needs and ensure alignment with strategic objectives.
- Helping formulate financial assumptions, analysing business impacts, and advising on financial implications.
- Preparing and maintaining budgets that reflect organisational priorities, affordability, and agreed work programmes.
- Supporting managers to adhere to approved budgets and ensuring accountability for expenditure.
- Undertaking regular compliance checks and monitoring quarterly expenditure to ensure alignment with budgets.
- Supporting audit processes.
- Ensuring financial systems and controls remain fit-for-purpose and compliant.

Planning and Forecasting

- Providing high-quality financial advice that integrates financial insights with operational activity and planning.
- Supporting the preparation and improvement of planning documents to meet legislative and Commission requirements.
- Developing accurate, evidence-based budgets and forecasts for managers.

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Financial and Budgetary Advice

- Building trusted relationships across the organisation by providing reliable, expert advice.
- Delivering timely, evidence-based advice using analytical tools, research, and relevant financial frameworks.
- Identifying key issues, conducting thorough analysis, and developing viable options and solutions.
- Supporting effective decision-making through quality information, scenario analysis, and clear recommendations.

Ways of Working and Culture

We work in a way that reflects ko te poutokomanawa, culture, and values, upholding high standards of professionalism, collaboration, and cultural competence.

- Contribute to team and organisational goals by actively identifying improvements to systems and processes that enhance efficiency and forward-thinking practice.
- Foster a positive, inclusive team culture through collaboration, mentoring, and knowledge sharing, consistently reflecting the Commission's values in everyday work.
- Apply sound judgment and evidence-based decision-making, working constructively with others to deliver timely, fair, and effective outcomes.
- Build strong, respectful relationships with colleagues and stakeholders, supporting continuous improvement in planning and operations.
- Demonstrate cultural competence by actively incorporating te reo Māori and tikanga Māori in interactions and upholding the principles of Te Tiriti o Waitangi.
- Act as an ambassador for the Commission's purpose and values in all engagements—with colleagues, stakeholders, and the public.
- Take personal responsibility for health, safety, and wellbeing—reporting hazards, supporting others, and championing a safe and positive work environment.

Person Specification – Skills and Experience

Knowledge & Experience

- Demonstrated experience in financial analysis, forecasting, and budget management, preferably within a public sector or complex operational environment.
- Strong understanding of GAAP, public sector financial management, and compliance requirements.
- Advanced capability in financial modelling, data analysis, and dashboard/report creation.
- Experience providing high-quality financial advice to non-financial managers.
- Experience supporting audit processes and financial controls.
- Proven ability to plan, manage, and deliver financial projects.
- High level of numerical and analytical capability.
- Strong attention to detail and accuracy.
- Excellent communication skills—able to explain complex financial information clearly and simply.
- Ability to build strong, trusted relationships across the organisation.

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- Proactive, adaptable, and solutions-focused, with sound judgement.
- Skilled in financial systems (e.g., TechOne or similar) and advanced Excel or BI tools.

Public Service introduction

Ka mahitahi mātou o te ratonga tūmatanui kia whai tikanga ai te noho a ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Last updated: **month year**

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