

Position description

Senior Financial Systems Accountant

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 Systems Accountant is responsible for the integrity, optimisation, and continuous improvement of the Commission's financial systems, processes, and controls. This role ensures that the financial management system is accurate, reliable, fit-for-purpose, and capable of meeting the Commission's operational and strategic needs.

The role provides technical accounting expertise, leads system enhancements, supports financial reporting, and ensures compliance with Generally Accepted Accounting Principles (GAAP) and relevant public sector financial management standards. It plays a key role in maintaining financial data quality, improving system functionality, supporting end-users, and enabling effective financial management across the organisation.

As a senior member of the Enterprise Services Group, the Senior Financial Systems Accountant is expected to demonstrate sound judgement, foster strong collaboration across teams, influence positive financial behaviours, and support continuous improvement in financial practices and system performance.

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Role and Responsibilities

Financial Systems Management

- Maintain, administer, and optimise the Commission's financial management systems to ensure integrity, accuracy, and availability of financial data.
- Lead system configuration, updates, testing, and enhancements, ensuring alignment with business needs and accounting standards.
- Troubleshoot system issues and provide expert support for finance staff and system users across the organisation.
- Develop and maintain system documentation, including user guides, procedures, configuration records, and change logs.
- Ensure robust system controls are in place, including system access, security permissions, reconciliation processes, and audit trails.
- Coordinate with software vendors, internal IT, and other partners to address issues, plan upgrades, and optimise system performance.

Financial Controls, Compliance & Audit

- Ensure the Commission's financial systems comply with GAAP, relevant legislation, and public sector financial management requirements.
- Maintain internal controls, including approval workflows, access controls, and audit trails.
- Prepare system information and documentation to support internal and external audits.
- Respond to Audit NZ queries, address system-related findings, and implement improvements as needed.
- Support the integrity and accuracy of taxation, payroll, AP/AR, and general ledger transactions through strong system controls.

Financial Reporting and Reconciliation

- Lead the configuration and maintenance of reporting tools to ensure accurate and timely financial reporting.
- Support month-end, quarter-end, and year-end processes by ensuring system readiness and resolving any financial system issues affecting reporting
- Oversee key system-driven reconciliations, ensuring variances are identified and resolved promptly.
- Support the preparation of statutory, external, and internal reporting through system-based data extraction, validation, and analysis.

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System Improvement & Continuous Enhancement

- Identify opportunities to improve financial processes, workflows, reporting capability, and automation.
- Lead or participate in financial system improvement projects, including upgrades, integrations, and process redesign.
- Evaluate new system features, modules, or tools that may benefit the organisation.
- Provide insight into the financial implications of system design decisions and ensure changes support operational efficiency.

User Support, Training & Change Leadership

- Provide expert advice and support to financial system users across the organisation.
- Lead training programmes to improve user capability, including onboarding, refreshers, and targeted training for new features or processes.
- Develop training materials, manuals, guides, and tools to support user understanding.
- Act as a champion for strong financial processes, fostering good system practices and consistent use across teams.

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.

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- Strong understanding of GAAP, public sector financial management, and compliance requirements.
- Experience in system upgrades, configuration, testing, and documentation.
- Proficiency in developing and maintaining financial controls and system security.
- Experience producing or supporting high-quality financial reporting and reconciliations.
- Comfortable working with vendors, IT teams, and stakeholders at all levels.
- Experience supporting audits and implementing remediation actions.
- High level of technical and analytical capability.
- Strong attention to detail and commitment to data integrity.
- Excellent problem-solving skills, with the ability to diagnose and resolve system issues quickly.
- Strong communication skills—able to explain system functions and financial concepts to non-technical users.
- Ability to lead training and support user capability across a diverse organisation.

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>).

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