

Position description

Regional Finance Officer

Reports to Manager, Finance and Administration	Direct reports: nil
Delegations: Financial: No	People Leader: No

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

As a Regional Finance Officer, you will play a critical role in supporting the financial integrity and operational delivery of the region during the General Election. You will provide high-quality financial processing, oversight, and support to ensure that financial activities are executed accurately, efficiently, and in line with organisational policies and public sector standards.

You will act as a trusted point of contact for regional teams, providing guidance and resolving queries to enable field staff to operate effectively. Through your attention to detail and commitment to accuracy, you will contribute to strong financial controls and provide assurance over the quality and integrity of financial information.

You will be responsible for processing and reviewing a wide range of financial transactions, including creditor payments, credit card reconciliations, and staff expense claims. This includes

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validating documentation against source records such as purchase orders and lease agreements, and ensuring all entries are complete, accurate, and compliant.

Working as part of the wider Finance team, you will collaborate closely with internal teams and key stakeholders, including Voting Services, external suppliers, and auditors. Your role will support the Commission's ability to deliver a transparent, well-managed, and accountable General Election.

Requirements of your role may change over time to meet the needs of the organisation.

Role and Responsibilities

Financial Processing and Control

- Process purchase orders, invoices, and payments accurately and within required timeframes
- Manage creditor payments, staff expense claims, and credit card reconciliations with a high degree of accuracy and attention to detail
- Ensure all financial transactions are correctly coded and supported by appropriate documentation
- Maintain strong financial controls by validating transactions against source documents such as purchase orders, contracts, and lease agreements

Stakeholder Support and Relationship Management

- Act as a key point of contact for regional field staff, providing timely advice and support on financial processes and queries
- Liaise effectively with internal finance teams, suppliers, and other stakeholders to resolve discrepancies and ensure smooth processing
- Build and maintain positive working relationships to support efficient financial operations across the region

Assurance and Compliance

- Contribute to the accuracy, integrity, and completeness of financial data through diligent review and reconciliation processes
- Support compliance with organisational policies, financial procedures, and public sector accountability requirements
- Assist with audit processes by ensuring documentation and records are complete, accessible, and well-maintained

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.

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- 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

- Previous 5-10 years of experience in accounts payable processing
- Proven knowledge of creditor systems and Microsoft products
- Proven ability to plan, coordinate, and deliver work while managing multiple priorities.
- Strong analytical, problem-solving, and decision-making skills with attention to detail.

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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