



Job Title	Principal Advisor, Finance
Reports to	Deputy Chief Executive, Organisational Enablement
Band	18
Location	Wellington
Last reviewed	July 2026
Delegations	None

About the Ministry

The Ministry for Regulation (the Ministry) is a small government agency with a big job to do. The Ministry works to improve the efficiency and effectiveness of regulation and regulatory systems for New Zealanders by:

- Ensuring the quality of new regulation
- Improving the functioning of existing regulatory systems
- Raising capability of those who design and operate regulatory systems
- Providing continuous and enduring improvement of the regulatory management system.

Our values



We make a difference
Ka whakaaweawe tātou



We empower
Ka whakamana tātou



We are courageous
Ka whakamanawanui tātou



We put people at the centre
Ka manaaki tātou

About the team

The Organisational Enablement business group is responsible for delivering essential corporate support and enabling functions to ensure the Ministry operates smoothly and effectively. It includes pivotal functions that are integral to supporting the Ministry's core activities, such as Communications and Engagement, Ministerial and Strategic Services, People and Operations, Legal, Finance and Digital and Insights. Together, these functions maintain the Ministry's operational efficiency, facilitate strategic decision-making, and ensure compliance.

About the role

The Principal Advisor, Finance is responsible for providing timely, relevant and accurate financial reporting and management analysis that supports effective decision-making across the Ministry. This



includes undertaking in-depth analysis and interpretation of financial data while also handling financial reporting and accounting activities to ensure the Ministry's financial health and operational efficiency.

About you

- Chartered Accountant (CA) with 7+ years in management or financial accounting
- Demonstrated experience of financial reporting requirements in the public sector including Public Finance Act, Financial Reporting Standards, as well as working with Treasury and Audit
- A proactive and motivated attitude, willing to collaborate with cross-functional teams
- Excellent written and verbal communication skills to present financial data effectively to non-financial managers, with strong attention to detail and high accuracy
- Composed under pressure with strong self-management skills, including the ability to respond swiftly and effectively during a crisis, manage competing priorities, and adapt to changing circumstances
- Maintain a high degree of accuracy, confidentiality, and adaptability, with a strong level of discretion and the ability to handle sensitive information with professionalism
- Ability to adapt to changing priorities and handle high-pressure situations with composure and effective time management skills
- An ability to follow procedures and take initiative when necessary
- Excellent knowledge or risk analysis, budgeting and forecasting
- A strong sense of pride in delivering high-quality work
- Ability to work on both complex tasks and routine assignments
- Excellent working knowledge and experience of the Microsoft Office suite, particularly Excel
- Proven capability to build strong professional relationships through collaboration and cooperation with both internal and external stakeholders
- Demonstrates a can-do attitude, high initiative, sound judgment, and discretion
- Problem solver with a strong commitment to continuous improvement.

Key Accountabilities

Financial reporting	Lead on the Ministry's financial reporting including: • Work closely with the Principal Advisor, Strategy and Performance to ensure financial reporting obligations are met • Preparation of financial information and analysis including in accountability documents such as estimates, the Annual Report, and other external reporting • Contribute to the production of high-quality externally published reports that receive clear audit opinions and high ratings regarding the quality of systems and processes
Financial accounting	• Provide timely, accurate, and meaningful financial and operational information to assist managers in making optimal decisions • Deliver reports to monitor expenditure and offer financial advice to Senior Leadership Team (SLT), including timely recommendations for remedial action when necessary • Administer the month-end and year-end timetable, including developing schedules, liaising with all parties, monitoring progress, and



	escalating issues as needed, while compiling month-end files and the year-end audit file • Prepare monthly reconciliations and actively clear outstanding balances • Investigate accounting issues as they arise • Complete all CFIS uploads, including actual and forecast financial information, cash drawdown requests, and baseline updates • Produce financial statements for inclusion in the Annual Report • Lead the provision of technical accounting and tax advice to the business supported by relevant accounting standards and legislation • Coordinate responses to Treasury fiscal reporting team and auditors for adhoc queries.
Management Accounting	• Collaborate with business groups to ensure that the SLT is informed of key financial risks and decisions • Provide organisational financial management and budgeting services, including overseeing the budget process, producing forecasts, and ensuring accurate output costing • Deliver financial analysis, modelling, and decision support to management • Analyse trends and variances in the financial operations of business units, offering recommendations for effective fund utilisation • Provide financial advice and analysis to managers to support critical business decisions • Conduct budget reviews and offer guidance to senior management • Advise on the impacts of decisions on appropriations • Assist in preparing responses to Financial Estimates Committee (FEC) questions, parliamentary inquiries, Official Information Act requests, and ministerial correspondence related to reporting documents.
Finance policies, processes and practices	• Update and develop financial management policies and processes, and assist with the interpretation of accounting policies and procedures • Maintain current knowledge of financial management and related areas, including legislation, emerging trends, and best practices.
Compliance	• Ensure full compliance with legislative and statutory requirements, including adherence to Central Agency, Cabinet, and audit standards.
Process improvement	• Identify and implement process improvements to enhance financial reporting, analysis, and overall financial management • Work with other departments to streamline financial processes and systems.
Stakeholder Engagement	• Foster strong working relationships with internal and external stakeholders, including government departments, agencies, and shared services teams • Collaborate with other teams and business groups to gather financial data and provide financial advice • Support senior management in decision-making by providing relevant financial insights and analysis.
Risk management	• Work on a “no surprises” basis and ensure the DCE Organisational Enablement is kept well informed of progress, issues and risks.



The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Key relationships

Internal

- Senior Leadership Team and budget holders
- DCE Organisational Enablement
- Ministry for Regulation teams
- Ministerial and Strategic Services team

External

- Central Agency Shared Services teams (CASS)
- The Treasury
- External auditors
- Other Government departments
- External suppliers

Health, Safety and Wellbeing

The Ministry for Regulation is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

Changes to Position Description

Positions in the Ministry may change over time as the organisation evolves and priorities change. Job descriptions may be updated accordingly to reflect those changes in consultation with you.