



Position Description

Title:	Financial Services Analyst-NTS
Group:	Investment & Finance (I&F)
Reports to:	Senior Manager Financial Operations
Band:	16
Date:	June 2022

Context

Our purpose

Waka Kotahi. Moving. Together

A land transport system connecting people, products and places for the thriving Aotearoa.

Group and team purpose

Investment & Finance is responsible for Waka Kotahi's: financial management; performance reporting; business planning; and investment frameworks. Teams comprise: Financial management including planning, budgeting, insurance, and supporting systems; Investment assurance and policy; Financial operations including processing and revenue collection/refunds; Organisational performance monitoring and reporting; and Funding and financing, including funding and cashflow management

Position purpose

To deliver the significant financial services and financial aspects of Waka Kotahi's associated operational business processes and systems within the National Ticketing Solution (NTS) Programme. Partnering with the wider business and relevant external stakeholders, this role will contribute to financial operational and system design, implementation, and provide support to change and continuous improvement initiatives.

Key relationships

Internal:

- Transport Ticketing and Payments, and wider NTS programme team
- Investment & Finance, and wider Corporate Support Group
- Digital Group
- Transport Services Group
- Regulatory Services Group

External:

- Fintechs, Merchant Acquirer, NZ Retail Banks, Payment Gateways and Card Schemes
 - Development and Technology Vendors
 - Qualified Security Assessor
 - Public Transport Authorities, and other key stakeholders
 - Other Government Agencies
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Dimensions

Location: Wellington or Palmerston North. [Preferred]

What the position involves

Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Understand/respect the business needs, solutions and strategies in relation to ticketing payments and financial operations
- Provide advice and support to ensure that Waka Kotahi Financial Operations interests are clearly represented and reflected in the outcomes of the project, through the design, build, test, and implementation phases. Ensuring systems, processes and controls are fit for purpose to enable effective revenue management for Waka Kotahi, as well as for key stakeholders.
- Support the design and implementation of payment and reconciliation systems, in line with Payment Card Industry Data Security Standards (PCI DSS).
- Provide fit for purpose Financial Analysis to the project by contributing to business case, user requirements and validation. Tailoring what you deliver and how you deliver it to business needs, by using a variety of tools, techniques, process, and documentation.
- Ensure all FMIS subsystem interfaces and processes operate to required specifications and standards and that data integrity is maintained, both for Waka Kotahi and Participants of the NTS.
- Develop and maintain reporting requirements for the business and finance systems to meet the business needs. Provision of accurate and timely data as meaningful information, supporting regular and ad hoc requests.
- Support change management in developing and executing testing and training plans, consistently advocating the financial business requirements, and ensuring appropriate controls are adhered to.
- Ensure that system and business processes are aligned to legislations e.g., Public Finance, Crown Entities Act, Land Transport Management Act

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakaponono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

NGĀKAU AROHA *Have heart* means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

KOTAHITANGA *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

KIA MĀIA *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

MAHIA *Nail it* means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the public service we also hold ourselves to the highest standards of integrity and conduct.

SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō 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 hāpori, 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.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

The value you will bring

Knowledge and experience:

- Extensive working knowledge of financial management information and business systems, including the use and reconciliation of large-volume subsidiary ledgers in a general ledger environment
- Experience in both process improvements and understanding business processes, and utilising these to meet business and customer requirements
- Well-developed analytical and problem-solving skills including error detection and the ability to evaluate and resolve complex issues
- Experience in process documentation, solution testing, training, and providing support/guidance to users
- A high level of proficiency in the use and manipulation of financial databases as well as Microsoft Excel
- Experience with the provision of accurate and timely data for ad hoc information requests as well as ongoing reporting requirements
- Demonstrated experience translating complex technical scenarios into business context
- Understanding of PCI DSS, and working knowledge of practical approaches to minimize PCI compliance costs
- Demonstrated experience in building effective relationships with managers, colleagues, vendors, and external stakeholders
- Understanding the New Zealand business and public sector environment relating to financial services transactions
- Experience in the government, utilities, or related sector, within an accounting/finance/payments function

Qualifications:

- Tertiary Finance, Accounting, Banking or Technology qualification, or in a relevant discipline or equivalent experience

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

To learn more about what we do visit www.nzta.govt.nz