

**RESERVE BANK OF NEW ZEALAND
POSITION DESCRIPTION**

POSITION TITLE:	Financial Administrator
DEPARTMENT:	Finance Group
TEAM:	Finance Unit
REPORTS TO:	Team Leader Financial Services/ Financial Controller
JOB EVALUATION:	Band 2, Business Services
DATE:	April 2020

Introduction

The Reserve Bank of New Zealand (The Bank) is New Zealand's central bank. Our vision is to be the Best central bank with a Great team. We operate with passion, integrity, innovation and inclusiveness.

Our main objective is to promote a sound and dynamic monetary and financial system and to ultimately raise New Zealand's economic wellbeing.

We undertake a range of activities to meet this objective, including:

- formulating and implementing monetary and financial policy
- licensing and prudential supervision of banks, insurers and other deposit taking firms
- supply and circulation of currency
- operating New Zealand's payments and settlement system

To support these functions we undertake world class research, we actively engage with our stakeholders to promote understanding and trust, we foster co-ordination with other regulators and our global peers, and we recruit talented achievement-focused people. We are aware of the trust placed in us as an institution and seek to lead and influence in areas where we can have a meaningful social impact such as climate change, financial inclusion and regional issues relevant to our central bank mandate.

We welcome people to the Bank from diverse backgrounds, disciplines and experience. We encourage open and inquiring minds and provide a supportive, collegial and flexible team environment. We are invested in each other's success, we are energised and resilient.

We operate in a complex and changing global landscape but are acutely conscious of our heritage and history. Our Te Ao Māori strategy and awareness is a critical lens across all our work.

We are open, always learning. We love what we do and carry out our responsibilities with pride.

The Finance Group provides support services for the Bank's key financial operations, under the leadership of the Chief Financial Officer. Within that group, the Financial Controller leads the Finance unit, which has roles both in support and compliance, and financial and management reporting.

Within the Finance unit, the Finance Operations team provides the essential financial support services of Accounts Payable, Accounts Receivable, General Ledger and some administrative functions for the Finance Group and the Bank as a whole. In addition, this group provides regular support for the Payroll function. The day-to-day operations of the Finance Operations team are co-ordinated by the Team Leader – Financial Services.

Key Objectives

The key objectives of the Financial Administrator are to: ensure the processing of timely vendor payments and the Banks receivables in an accurate and efficient manner while maintaining positive relationships with customers; provide financial administration support to the finance team; ensure that processing and reporting deadlines are met and back-up support is provided for variations in workflow patterns.

Key Responsibilities

- Primarily responsible for ensuring that domestic and foreign currency invoices for payment are captured and entered in the Accounts Payable system, forwarded to appropriate authorisers, coded correctly for GST compliance and paid within agreed business terms.
- Processing of Credit Card and Taxi card transactions, along with assisting with travel administration requirements.
- Develop, harness and maintain relationships with cost centre Managers.
- Maintain and monitor the Bank's vendor master file, automatic payments and direct debits.
- Continuing to improve processes to enhance effectiveness and service provided.
- Provide support to the Accounts Receivable function and the completion of bank account reconciliations.
- Provide support and back-up for the Payroll function when required.
- Assist with the preparation of financial information for the Finance and Expenditure Committee of Parliament and for enquiries under the Official Information Act.
- Any other duties as required.

Key Competencies

- Accuracy and efficiency in data entry into financial systems.
- Basic knowledge of GST requirements for tax invoices.
- Spread-sheeting skills to an intermediate level.
- Basic knowledge of book-keeping.
- Experience in a financial operations environment.
- Basic knowledge of payroll.
- Excellent communication and customer service skills.
- Discreet and tactful in dealing with confidential or sensitive information.

- Ability to organise work flows to meet deadlines.
- Ability to work with others to achieve team goals.
- Willingness to provide support to staff across the Bank.

Capabilities

Strategic

Strategic thinking:

We make informed decisions and take considered risks, which incorporate both short and long term factors and are aligned with our Bank Strategic Plan and values. We prioritise activities and make choices which are most likely to enable the delivery of shared goals. We scan the horizon for emerging opportunities and plan current activities with the future in mind.



Critical thinking:

We understand the goals and values of the Bank, set a clear direction and help colleagues to translate strategic priorities into the delivery of specific outcomes, which are informed by evidence and insight. We build confidence and commitment in the way that we listen to the views of others, act on our plans, learn from our setbacks and celebrate our successes.



Collaborative:

We build effective working relationships with a wide range of internal and external stakeholders to shape the future through creative collaborations and teamwork. We demonstrate the impact of our contribution through regional, national and international partnerships and we work together with our diverse range of colleagues, students and partners to understand their needs and deliver excellent outcomes.



Engaging

Communicating with Impact:

We build trust and gain buy-in to shared goals through our professionalism, integrity and effective communication skills. We influence and engage others across and beyond the Bank through active two-way dialogue and by promoting a clear and targeted message which positively reflects on our Brand and reputation.



Delivering Results:

We take responsibility for delivering change efficiently and making things happen. Barriers and challenges are resolved promptly and success is celebrated. We are committed to ensuring that positive change is sustained and embedded to drive future success. We take a proactive approach to developing solutions and processes which are accessible, inclusive and user friendly.



Constructive

Developing Others:

We equip colleagues to perform to the best of their ability and realise their potential through ongoing feedback, coaching and development. We value and recognise the benefits of working with a diverse range of talented colleagues and actively seek to build inclusive teams in which all team members can thrive.



Resilience & Adaptability:



We are able to adapt to changing priorities and seek to create a positive and healthy working environment in the way that we engage with and support others.

Self-Awareness:

We understand our individual leadership style and adapt our approach in response to the situation and the needs of others. We regularly seek feedback to increase our levels of self-awareness and are committed to undertaking development to improve our personal effectiveness.



Innovation

Innovation & creativity:

We actively seek and use feedback to drive continuous improvement. We challenge ourselves and others to be the best we can and share best practice from across our Bank and beyond. We create an environment where new ideas and creative problem solving are encouraged and acted on.



Vision: Great Team, Best Central Bank

Purpose: We promote a sound and dynamic monetary and financial system.

Values

Integrity

Being professional and exercising sound judgement

Innovation

Actively improving what we do

Inclusion

Working together for a more effective Bank