



# Abuse in Care

## Royal Commission of Inquiry

### Head of Finance

The Abuse in Care Royal Commission is investigating the abuse and neglect of children, young people and vulnerable adults who were in the care of the State and faith-based institutions between 1959 and 1999.

The Inquiry is examining what happened and why, and will make recommendations aimed at stopping this happening in the future.

Te Tiriti o Waitangi is the founding document of New Zealand and the Royal Commission is committed to applying the principles of Te Tiriti to the Inquiry - our terms of reference recognise the status of iwi and Māori under Te Tiriti, and ours is the first Inquiry of this nature that formally acknowledges its indigenous population in this way. The Inquiry will partner with Māori throughout the inquiry process and will give appropriate recognition to Māori interests, acknowledging the disproportionate representation of Māori (particularly of children and young people in care).

### Our vision

Transforming the way, we, as a nation, care for children, young people, and vulnerable adults in our communities.

### Our values



Fairness and balance



Independence and determination



Transparency



Aroha

To learn more about the Royal Commission visit [www.abuseincare.org.nz](http://www.abuseincare.org.nz)

### Role details

<b>Business unit</b>	Finance	<b>Directorate</b>	Business Support
<b>Reports to</b>	Head of Finance	<b>Location</b>	Wellington
<b>Direct reports</b>	Up to 4	<b>Indirect reports</b>	Nil
<b>Financial delegations</b>	D	<b>Non-financial delegations</b>	HR Delegation

### Business Support Directorate

The Business Support Directorate provides Finance, Events and Logistics, HR including Recruitment and Health Safety and Wellbeing, ICT, Information Management, Procurement, Property and Security, and Transition Planning services to the

Commission. The Directorate’s purpose is to support the effective delivery of the Royal Commission’s programme of work.

## Finance Business Unit

The Finance Business Unit provides support to all of the Commission's business units in the form of travel, payments, cost centre accounting and reporting. The Commission’s finances are maintained under Department of Internal Affairs but accounted and monitored by the Management Accountants and Head of Finance.

## What you’ll do

The Head of Finance is responsible for the effective delivery of budgeting and reporting for the Royal Commission, and the administration of financial transactions processed by DIA on behalf of the Commission. This role ensures that the Commission follows best practice financial processes and that appropriate mechanisms and reporting is in place to ensure the Commission is well managed from a finance perspective.

The Head of Finance co-ordinates the Commission’s budgeting process, and the preparation of funding requests, as well as ongoing monitoring and reporting on the Commission’s financial position.

This role is a trusted advisor to the Executive Director, SLT, ELT, Associate Executive Director – Business Support and is the Commission’s principal financial advisor.

Accountabilities	Responsibilities
Finance Leadership	<ul style="list-style-type: none"> <li>▪ Oversee the Commission’s Finance function to ensure the effective delivery of the Commission’s finance and accounting services.</li> <li>▪ Provide high level financial and management accounting advice and assistance to the Executive Director and senior leaders.</li> <li>▪ In consultation with senior leaders, plan financial and budget requirements to ensure appropriate resources are available for each stage of the Commission’s work programme.</li> <li>▪ Identify and manage or escalate finance related risks to the Commission’s people, operations or reputation.</li> <li>▪ Working closely with senior leaders, provide budget support to change programmes.</li> </ul>
Collaboration and engagement	<ul style="list-style-type: none"> <li>▪ Establish communication lines and working relationships with people leaders across the Commission to understand business requirements, priorities and programmes of work.</li> <li>▪ Encourage people leaders to engage with the Finance function regarding finance and budget matters and concerns.</li> <li>▪ Establish communication lines and working relationships with DIA Finance team members to assist with financial management.</li> </ul>
Finance Policies and Procedures	<ul style="list-style-type: none"> <li>▪ Work with the SLT to develop and implement best practice financial policies and procedures that meet the requirements of the administering agency and general Government expectations;</li> <li>▪ Ensure that appropriate financial controls are in place and followed</li> <li>▪ Ensures that policies and procedures are implemented, maintained and ensure compliance across the Commission.</li> <li>▪ Maintain all established finance systems and processes and make continuous improvements.</li> </ul>
Budgeting	<ul style="list-style-type: none"> <li>▪ Manage the budget bid process with Treasury and the Administering Agency, ensuring that bids are robust and meet the expected standards;</li> <li>▪ Ensure that robust budgets are prepared for the Commission, both for the life of the Commission and annually;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure that budgets are appropriately monitored for each directorate.</li> </ul>
Advice	<ul style="list-style-type: none"> <li>▪ Partner with the various Senior Leaders to provide financial advice as and when required</li> <li>▪ Provide advice to the Executive Director, General Manager Strategy and Assurance and SLT/ELT as and when required.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>▪ Oversee financial reporting for the Commission, ensuring budget holders are provided with appropriate monthly financial reports, so that they can actively manage their budgets;</li> <li>▪ Raise issues with the SLT/ED as required for the sound financial management of the Commission and to maintain appropriate levels of probity;</li> <li>▪ Ensure that the financial reporting requirements of the administering agency and Treasury are met within the timeframes required;</li> <li>▪ Liaise with internal and external auditors as appropriate</li> <li>▪ Prepare additional reporting and analysis as required.</li> </ul>
Accounts	<ul style="list-style-type: none"> <li>▪ Manage and oversee all accounts payable transactions and ensure payments are completed in a timely manner.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>▪ Lead and manage your team performance to achieve effective and programme focused outcomes.</li> <li>▪ Develop team members' capability through coaching, mentoring, learning and development and actively sharing knowledge and expertise.</li> <li>▪ Promptly address team member performance or behaviour concerns in ways that and are consistent with the Royal Commission's values and that minimise risk.</li> <li>▪ Be alert to team members' health, safety and wellbeing and appropriately intervene or escalate if required.</li> <li>▪ As a leader, model and encourage team members to demonstrate the Commission's values of fairness and balance, independence and determination, transparency and aroha in all matters concerning the Commission's people.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>▪ Effectively support the AED Business Support.</li> <li>▪ All other duties as required.</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Carry out duties in ways that are consistent with, and honors the Commission's commitment to, Te Tiriti o Waitangi and demonstrates a good understanding of the expectations of iwi / Māori within the context of the Commission's mahi.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>▪ Comply with specific legislative requirements, adhere to the Royal Commission's policies and procedures, and report or escalate risks, issues and events.</li> <li>▪ Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct.</li> </ul>
Health and safety	<p>Anybody that has responsibility for a person/s must comply with the requirements of the Commission's health and safety policies. It is an expectation that this will include:</p> <ul style="list-style-type: none"> <li>▪ Communicating health and safety expectations with workers and enable participation in training;</li> <li>▪ Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents;</li> <li>▪ Supporting the early return to work of employees following injury or illness;</li> <li>▪ Upholding health and safety standards in the workplace and foster active worker participation in health and safety.</li> </ul> <p>Everyone is required to:</p> <ul style="list-style-type: none"> <li>▪ Take reasonable care for their own health, safety and wellbeing.</li> </ul>

- Take reasonable care that they do not adversely affect the health, safety and wellbeing of other people
- Co-operate with any reasonable workplace policy or procedure that has been communicated
- Comply with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.

## Qualifications and experience

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A tertiary qualification in accounting, or equivalent</li> <li>▪ NZICA Chartered Accountant qualification (or equivalent) preferred</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>▪ Strong technical expertise and proven experience in a senior Finance leadership role</li> <li>▪ Knowledge of finance and accounting procedures in government</li> <li>▪ Evidence of maintaining continuous professional development</li> <li>▪ Previous experience in managing a team to achieve proven results</li> <li>▪ Experience in budget management and financial reporting.</li> </ul>
<b>Variations to Duties</b>	Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.
<b>Inclusion and Diversity</b>	<p>The Commission welcomes and celebrates diversity and seeks to provide equal opportunities for all people including Māori, Pacific People, LGBTITQA+, and disabled communities to participate in the work of the Commission.</p> <p>Your work life balance is important to us. We acknowledge that non-standard working practices can often be a preferable way for people to work to help them maintain a healthy work life balance. We will proactively work with you to make your flexible working arrangement work where possible</p>
<b>Travel</b>	May be required.

### Key relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>▪ Budget Holders</li> <li>▪ Senior Managers</li> <li>▪ Other Royal Commission employees</li> </ul>	<b>External</b>	<ul style="list-style-type: none"> <li>▪ Statutory bodies and other agencies associated with the Department</li> <li>▪ Departmental of Internal Affairs</li> </ul>
Last reviewed		December 2021	
APPROVED AED-BUSINESS SUPPORT 10/01/2022			