COMMERCE COMMISSION NEW ZEALAND
Te Komihana Tauhokohoko

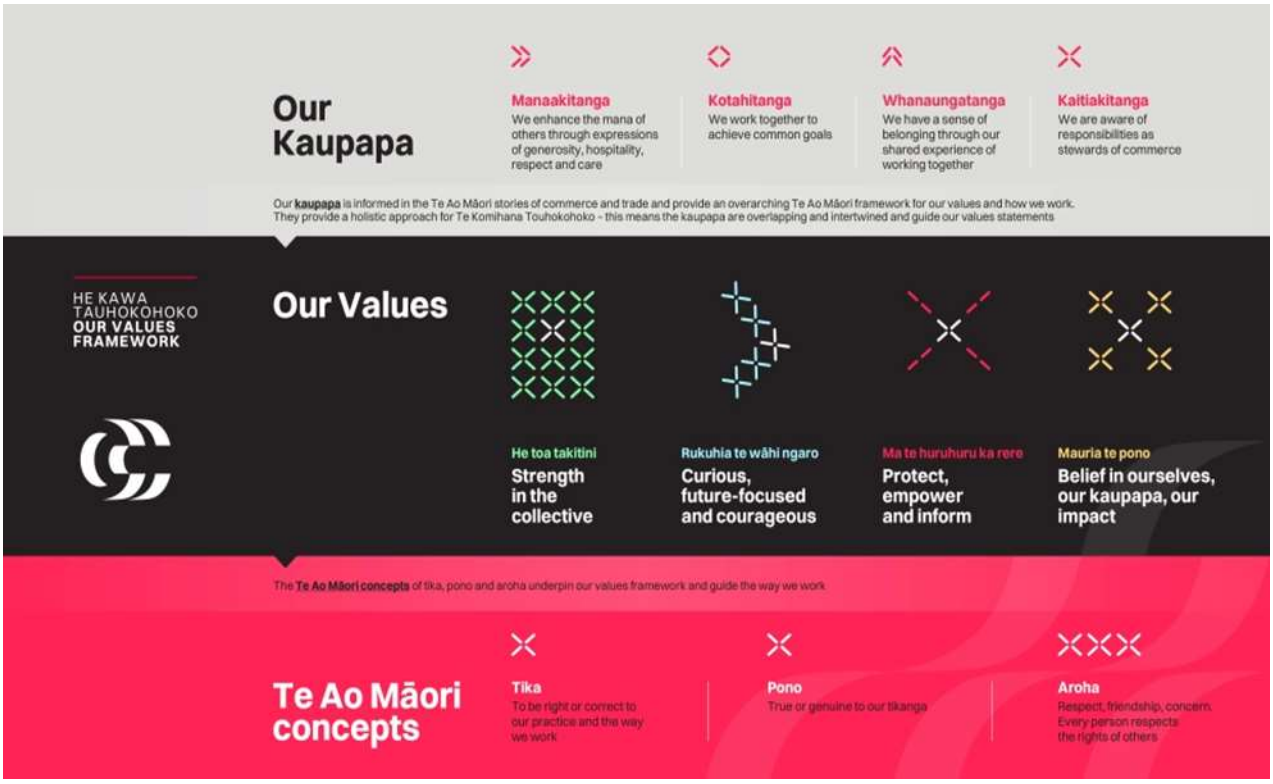
Position Description

Systems Accountant, Finance, Corporate Services

Reports to
Corporate Accounting Manager

Commerce Commission's Vision
Our vision is that New Zealanders are better off because markets work well, and consumers and businesses are confident market participants.

He Kawa Tauhokohoko/Our Values Framework
Our values inform what is at the heart of the Commerce Commission | Te Komihana Tauhokohoko and shape how we approach our work, each other, and those we work for. They have been designed by us, for us:



Purpose of Role
Provide specialist financial systems expertise to support the Commission's strategic and operational objectives. Manage, maintain and optimise the Commission's financial management systems, with a focus on system integrity, reporting capability, automation, controls and continuous improvement. Work collaboratively with Finance, ICT, business teams and external suppliers to deliver trusted advice and practical solutions that improve systems, processes and the user experience.

Key Result Areas

1. Provide expert financial systems analysis and advice to the Commission
- Develop and maintain a strong understanding of the Commission's business requirements, financial processes and strategic priorities.
- Provide specialist financial systems advice and translate business requirements into practical system and reporting solutions that support effective decision-making and service delivery.
- Act as a key point of contact for financial systems matters across the Commission.
- Keep the Manager and relevant stakeholders informed of system priorities, opportunities, risks and emerging issues.
- Support the successful delivery of key Finance and Commission-wide projects.
- Engage regularly with Finance, ICT and business teams to understand requirements and proactively identify opportunities to add value.

Outcome:
- Finance is recognised as a trusted business partner that provides high-quality financial systems advice and practical solutions.

2. Manage and optimise financial management systems
- Act as the Finance subject matter expert and a key administrator for TechnologyOne.
- Maintain and configure financial systems, settings, workflows and master data, and support the controlled administration of user access to enable accurate and efficient financial management.
- Monitor system performance and resolve or coordinate the resolution of system issues in a timely manner.
- Maintain relevant relationships with external systems suppliers, including TechnologyOne.
- Keep up to date with available system upgrades, enhancements and new functionality.
- Plan, test and implement system upgrades and enhancements in collaboration with Finance, ICT, business teams and external suppliers.
- Ensure changes to financial systems are appropriately documented, tested, approved and implemented.
- Support effective integration between financial systems and other Commission systems.

Outcome:
- The Commission's financial management systems are reliable, appropriately controlled and used effectively to support organisational objectives.

3. Drive continuous improvement, automation and process efficiency

- Identify and lead opportunities to streamline, standardise and automate financial processes through system enhancements and effective use of technology, including eInvoicing, workflow automation, Enterprise budgeting and forecasting, and any other reporting improvements.
- Work with Finance and business teams to identify process improvements and leverage system functionality to improve efficiency, accuracy and consistency.
- Optimise transaction processing, including accounts payable, accounts receivable, banking, purchasing nd approval workflows.
- Develop and maintain system procedures and process documentation.

Outcome:
- Financial processes are efficient, appropriately automated and supported by fit-for-purpose systems and controls.

4. **Ensure high-quality financial data and reporting**
- Maintain the integrity, accuracy and completeness of financial data held within the Commission's systems.
- Develop and maintain reliable financial reports, dashboards and data outputs to support management and organisational decision-making.
- Support the Commission's budgeting, forecasting, month-end and year-end reporting processes through effective system administration and reporting.
- Analyse financial data, investigate anomalies and support the resolution of data and reconciliation issues.
- Maintain appropriate reporting structures, hierarchies, chart of accounts settings and other financial system configurations.
- Support statutory and external reporting requirements by ensuring relevant financial information can be produced accurately and efficiently.
- Identify opportunities to improve the accessibility, consistency and usability of financial information.

Outcome:
- The Commission has accurate, timely and accessible financial information that supports effective reporting and decision-making.

5. **Support an efficient and effective control environment**
- Maintain appropriate controls over financial system access, configuration, master data, workflows and system changes.
- Work with Finance and ICT to ensure user access is appropriate, regularly reviewed and aligned with segregation-of-duties requirements.
- Support the development, review and maintenance of financial systems policies, procedures and control documentation.
- Ensure financial system changes and enhancements comply with relevant legislative, financial management, information security and organisational requirements.
- Support internal and external audit activity relating to financial systems, processes and controls.

- Identify system and process risks and recommend appropriate mitigations or control improvements.
- Maintain appropriate records of system decisions, changes, testing and approvals.
- Build and maintain sound relationships with key internal and external stakeholders, including Audit New Zealand, MBIE, ICT and financial systems suppliers.

Outcome:
- The Commission maintains an effective and appropriately documented financial systems control environment.

6. Provide financial systems support, guidance and training
- Provide timely support and guidance to users, including investigating queries and coordinating resolution of issues with ICT and external suppliers.
- Develop and maintain user guides, procedures, training materials and other supporting documentation.
- Provide system induction and training for new users and refresher training where required.
- Communicate system changes, enhancements and process requirements clearly to affected users.
- Build financial systems capability across Finance and the wider Commission.
- Seek feedback from users and use it to improve systems, processes, guidance and training.

Outcome:
- Users are appropriately supported and have the knowledge and confidence to use the Commission's financial systems effectively.

7. Work collaboratively as a team member and positively contribute to the team and culture
- Connect and collaborate with colleagues to deliver outcomes and build trusted relationships.
- Take accountability for your role, responsibilities and agreed deliverables.
- Maintain and develop knowledge in relevant financial systems, accounting and technology areas.
- Keep the team informed of relevant issues, risks, progress and proposed approaches.
- Contribute to building and maintaining a positive and inclusive team culture.
- Value diversity and welcome the ideas, perspectives and suggestions of others.
- Contribute to a positive health, safety and wellbeing culture and understand your responsibilities under the Commission's Health, Safety and Wellness Policy.

Outcome:
- An effective team member who makes a valued contribution to the team and branch and takes responsibility for ongoing professional development and systems capability.

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or branch general manager and will be discussed with you.

Person Specification

Qualifications

- A relevant tertiary qualification in accounting, finance, information systems, commerce or a related discipline.
- A Chartered Accountant, CPA or equivalent professional accounting qualification is desirable.

Experience and knowledge

- Demonstrated experience in managing, administering and improving enterprise financial management systems, including configuration, troubleshooting and system controls.
- Hands-on experience with TechnologyOne Finance modules, including reporting, reconciliations, workflows and process improvement.
- Experience delivering financial system upgrades, enhancements and process improvements, including the use of workflow and automation to improve efficiency and control.
- Strong financial reporting and data analysis skills, with the ability to translate business requirements into practical system and reporting solutions.
- Sound knowledge of financial accounting systems, accounting processes, data integrity and internal controls.
- Experience with eInvoicing, system integration or workflow automation would be advantageous.
- Experience in the New Zealand public sector would be advantageous.

Skills and capabilities

- Strong analytical and problem-solving skills, including the ability to investigate and resolve complex system, process and data issues.
- Proven ability to engage and collaborate effectively with Finance, ICT, external suppliers and business stakeholders to resolve issues and deliver system improvements.
- High level of accuracy and attention to detail in managing financial data, system configuration and controls.
- Strong written and verbal communication skills, including the ability to explain technical matters clearly to non-technical users.
- Ability to develop guidance materials and provide effective system training and support.
- Proactive, customer-focused and committed to continuous improvement.
- Ability to prioritise competing requirements and manage issues through to resolution.