

## POSITION DESCRIPTION

### Position details

Position title	Financial Analyst
Team	Finance
Group	Corporate and Market Services
Location	Wellington
Date	April 2025

### Our purpose

We are a kaitiaki of electricity. Our purpose is to enhance New Zealanders' lives, prosperity, and environment through electricity.

### How we work

The Electricity Authority Te Mana Hiko promotes competition in, reliable supply by, and the efficient operation of, the New Zealand electricity industry for the long-term benefit of consumers.

Our functions describe how we do this. We work to:

- **Promote market development:** To enable New Zealand's electricity markets to deliver better outcomes for consumers, we maintain a responsive regulatory environment that both reflects industry's current state and supports innovation and change. Key tools for market development include market facilitation measures and amending the Electricity Industry Participation Code.
- **Monitor, inform and educate:** Transparency and understanding are vital to the operation of the electricity markets. Our market monitoring, information and education work focuses on making data, information and tools available, increasing participation, and improving awareness of how electricity market's function.
- **Operate the electricity system and markets:** We are responsible for the day-to-day operation of the electricity system and markets. To achieve this, we contract out some services including the role of system operator, which provides the real-time coordination of sending generated electricity across the national grid to meet demand from consumers.
- **Enforce compliance:** We ensure the Electricity Industry Act, its regulations and the Electricity Industry Participation Code are followed by electricity industry participants. Our compliance function also helps improve the industry more generally, as lessons learned support our education of participants and help us to identify and resolve on-going or systemic issues.
- **Protect the interests of consumers:** We are responsible for protecting the interests of domestic and small business consumers in relation to the dealings of industry participants supplying their electricity.

More information can be found on our website [www.ea.govt.nz](http://www.ea.govt.nz).

## Our values

The Electricity Authority has the following values:

### ***Our people***

We support the development of each other and work together to achieve our goals.

### ***Boldness***

We are decisive, forward thinking and not afraid to do the right thing.

### ***Excellence***

We are committed to producing the highest-quality work.

### ***Openness***

We are transparent in our work and listen to others.

### ***Integrity***

We are honest and trustworthy and treat everyone with fairness and respect.

## Our group

The Corporate and Market Services Group is responsible for strategy planning and performance, finance, procurement, commercial management, operational risk and assurance, people and capability, information technology, facilities and other typical shared services responsibilities. As part of this, we also manage the major service provider contracts for the Authority, including the system operator and other market operation service providers. We work to support the Authority in all areas and underpin the organisation to ensure the achievement of great outcomes.

## Purpose of this position

The purpose of this position is to work as part of the Finance team to provide high-quality financial information that supports the delivery of timely and reliable decision making.

This role will support the Head of Finance in administering the day-to-day financial responsibilities of the Authority to ensure statutory obligations are met. This will also include undertaking various financial analyst duties and support non-financial personnel.

The Financial Analyst is expected to partner and work collaboratively with other Finance team members and non-financial personnel across the Authority.

## Working relationships

Reports to	Head of Finance
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none"><li>• Electricity Authority staff</li></ul>
External relationships	<ul style="list-style-type: none"><li>• Inland Revenue Department</li><li>• MBIE</li><li>• Audit and Finance Committee</li><li>• Vendors</li><li>• Banks</li><li>• External Auditors</li><li>• Levy Payers</li><li>• Auditors (internal and external audits)</li></ul>

### Stakeholder relationships

- Lead with purpose, communicating clearly to persuade and inspire others.
- Connect with others by listening and reading people and situations to communicate tactfully.
- Strengthens business performance and lead innovatively to foster continuous improvement at the Authority.
- Participates as an active team member and contributes knowledge and expertise needed to achieve Authority outcomes.
- Develops effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organisation.
- Support budget holders and managers, in management and understanding of timely accurate forecasting and budgeting.
- Confidently conduct financially relevant communication on behalf of the team for the wider organisation.

### Reporting and financial information management

- Oversee the Authority accounts payable and receivable processes, ensuring payments are processed accurately and on time.
- Work with the Financial Accountant to lead the month end close process of the general ledger including, but not limited to, completeness and accuracy of journals, balance sheet reconciliations and any other relevant processes.
- Timely preparation and review of reconciliations ensuring all issues are resolved in a timely basis.
- Assist the Head of Finance to manage the Authority's tax obligations.
- Monitor daily banking cashflow and treasury requirements.
- Support the Head of Finance and Senior Management Accountant in the production of financial information and analysis on matters pertaining to the Statement of Performance Expectations, Statement of Intent, Annual Report, select committee responses and other reporting / analysis, within required timeframes.
- Support and preparation of timely accurate financial reports and analysis as required for internal and external stakeholders to fulfil accountability obligations for official requests within public sector statutory requirements.
- Work with the Financial Accountant to lead the monthly levy invoicing and collection processes.
- Take an active role in the internal and external financial audits.
- Assist with other accounting and financial reporting functions as required.
- Provide support to the payroll function as required for the People and Capability team.
- Maintain technical knowledge and keep abreast of accounting and reporting developments. Implement any changes and provide advice on any technical accounting issues.
- Assist cost centre managers with forecasting and budgeting reports as required.
- Undertake any other financial analysis and responsibilities that may be delegated to the position from time to time.

### Finance systems, policies and processes

- Act as a champion of the financial accounting system, levy tool and planning system tool.

## Key accountabilities and deliverables

- Develop, maintain and regular review of internal detailed user process documentation of the financial accounting system, levy tool and planning tool, to a level of degree enabling elimination of key person risk.
- Train, assist and support any levy tool, planning tool, and financial accounting plus add-on system users.
- Assist with review and update of financial policies including recommendations, provide advice and updating relevant changes.
- Participate in development and system enhancement initiatives and play an active role to ensure key project / initiative milestones are met.
- Assist with the development, implementation and maintenance of financial policies and processes as part of the Finance goal of continuous improvement.
- Strengthen business performance, by continuous improvement of data accuracy and processes.

## Governance and compliance

- Ensure compliance with all generally accepted accounting standards and statutory requirements for Crown entities.
- Work with the Head of Finance and Financial Accountant to ensure that investments and day-to-day banking are managed in accordance with the Authority's Treasury and Delegations policies.
- Assist the Head of Finance and Senior Management Accountant to ensure financial delegations comply with legislative requirements and Authority policies and are in place at the correct levels to underpin fully compliant organisational operation.

## Leadership and team collaboration

- Contribute to the team environment through positive leadership, collaboration, and contribution of knowledge and expertise need to achieve Authority outcomes.
- Build trusting relationships with team members by having courageous conversations when facing difficult situations.
- Demonstrate commitment to ongoing development of self and others, taking steps to enhance performance.
- Enhancing the overall capability of the team through guidance and mentoring team members during their day-to-day work.
- Assist with mentoring and development of team members and provide appropriate support and oversight where appropriate.
- Provide backup support for team members over periods as required including leave/absence.

## Work management

- Actively and independently plan and manage own projects and workload, with guidance from the Head of Finance and the Senior Management Accountant as required.
- Manage financial and other resources in line with policy, guidelines, budget, deadlines and reporting requirements. Effectively identify and manage risks and opportunities.
- Lead with purpose, communicating clearly to ensure people fully understand to avoid inefficiencies and ambiguity.

## Key accountabilities and deliverables

### Experience and knowledge

- 2 – 5 years practical experience in a relevant finance or accounting role
- Excellent knowledge of relevant accounting standards and best practice
- Experience working with financial systems (Microsoft Business Central preferred) and planning tools
- Advanced skills in the Microsoft Office suite and the use of accounting packages
- Thinks analytically and critically while mitigating analytical and decision making biases.
- Working towards or near completion of CAANZ (Chartered Accountant Accreditation) is desirable.

### Behavioural specifications

- High attention to detail and accuracy with financial data
- Displays curiosity, flexibility and openness in intergrating ideas, information and differing perspectives.
- Build and maintain strong relationships to provide quality advice and service
- Adapts communication style to suit different audiences and situations
- Excellent time management skills with the ability to plan and prioritise to meet deadlines
- Shows courage and integrity in decision making
- Displays resilience and demonstrates composure.