**Manager, Technical**

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| Business Unit: | Audit New Zealand |
| Group: | Professional Practices |
| Reports to: | Associate Director, Technical |
| Date: | July 2023 |
| Salary Range: | Band G |

*We carry out public sector audits on behalf of the Controller and Auditor-General. We help to maintain the financial integrity of New Zealand’s system of government by providing independent assurance that public organisations are operating, accounting for, and reporting their performance as Parliament intended.*

Position description

**References to performance reporting**

This position description refers to performance reporting. The performance reporting references are relevant to an individual Manager, Technical when it has been agreed with the Director and Head of Reporting that they be involved in performance reporting matters. Performance reporting responsibilities will be allocated as needed by the Director and Head of Reporting.

**Primary objectives**

The Manager, Technical is responsible for supporting the Director and Head of Reporting to reflect Audit New Zealand’s position on accounting and external reporting matters (including performance information) and ensure the credibility of advice and support given to auditors and public entities. The Manager, Technical also has significant leadership responsibilities.

**General responsibilities and objectives**

The main responsibilities of the Manager, Technical are to:

* Provide independent, high-quality, consistent, and authoritative advice and support in accounting and external financial reporting, including legislative compliance matters affecting public sector assurance and reporting, to Audit New Zealand staff. This includes both preparing technical advice and peer reviewing technical advice prepared by others in the Accounting Technical Team;
* Provide independent, high-quality, consistent, and authoritative advice and support in performance reporting matters to Audit New Zealand staff when requested. This includes both the preparation of technical advice and peer review of technical advice prepared by others in the Accounting Technical Team;
* Successfully deliver on their assigned responsibilities within the approved PPG and Accounting Technical team’s work programme;
* Support the development, maintenance, and revision of Audit New Zealand’s accounting and external reporting matters (including performance information), related policies, procedures, and guidelines (to be included in the Quality Manual) to comply with the Auditor-General’s Auditing Standards, legislation and regulation, and the accounting, auditing, professional, and ethical standards of the External Reporting Board and (where relevant) the Chartered Accountants Australia and New Zealand (CA ANZ);
* Support Audit New Zealand’s response to the any new and amended accounting frameworks and financial reporting standards;
* Develop and maintain resources for auditors and client support tools (for example, Model Financial Statements);
* Support Audit New Zealand’s Opinion Review Committee process (administratively and technically, such as drafting and reviewing proposed modified audit reports);
* Train Audit New Zealand and (where relevant) OAG staff in accounting, performance reporting, and professional matters and contribute to Audit New Zealand’s professional development programme;
* Keep up to date with matters relevant to accounting, auditing, professional, and ethical standards, and provide advice and comment on matters that have significant accounting, auditing, professional, and ethical content;
* Represent Audit New Zealand in a positive and professional manner;
* Contribute constructively to the performance of the Professional Practices Group; and
* Carry out other reasonable duties that contribute to Audit New Zealand’s objectives, as agreed with the Head of Accounting and General Manager, Professional Practices.

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The value you will bring**

Your knowledge and experience:

* At least two years’ post-qualifying experience, and experience in dealing with financial reporting issues.

**Your qualifications:**

* Chartered Accountant with CA ANZ.

People with overseas qualifications who are able to become a CA with CA ANZ within 12 months of being appointed will also be considered for these roles, as will people who are Chartered Institute of Public Finance and Accountancy (CIPFA) qualified. Other overseas qualifications will be considered on a case-by-case basis.

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Staff management and relationships**

**Staff reporting to this position**

* No staff report to this position.

**Internal relationships**

* Colleagues within the Accounting Technical Team, and wider Professional Practices Group.
* Colleagues in Audit New Zealand, including all ELT members, in-house specialists (including those in the Specialist Audit and Assurance Services team, Information Systems Audit and Assurance team), Audit Directors, and Audit Managers, and staff.
* Selected OAG staff from the Audit Quality, Local Government, Parliamentary, Sector Performance, Strategy and Communications, and Legal, Policy, and Inquiries groups.

**External relationships**

* Chartered Accounting Firms, CA ANZ, international audit offices, and the External Reporting Board.

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Commitment to te Tiriti o Waitangi**

Te Tiriti o Waitangi | The Treaty of Waitangi (the treaty) is New Zealand’s founding document and part of the nation’s constitutional framework. Our independence means we have a role to play in ensuring that the public sector is delivering on its treaty obligations. As a statutory body performing a public function, we also need to carry out our work in a way that upholds the treaty. Our vision is to be seen as trustworthy by both treaty partners, able to hold public organisations accountable in a way that iwi, hapū, and whānau Māori, as well as Parliament and the wider public, can have confidence in.

To help give effect to our commitment to the treaty, we are building our capability to develop meaningful relationships with Māori and to focus on matters that make a real difference for iwi, hapū, and whānau Māori.

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Health and Safety responsibilities**

For yourself:

* Work safely and take responsibility for keeping yourself and colleagues free from harm.
* Report all incidents and hazards promptly.
* Know what to do in an emergency.
* Co-operate in implementing return-to-work plans.
* Be a visible role model at all times.
* Follow the Office’s safety rules and procedures.

  
**Key competencies**

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| **Audit** | **Accomplish** | **Guide** | **Connect** |
| **Quality Control and Independence**  Ensures audit quality by complying with professional and ethical standards, demonstrating professional scepticism, and professional judgement. | **Know our organisation**  Understands the role and mandate of the Auditor-General, and the policies and procedures that apply to Audit New Zealand people. | **Guide others**  Works effectively on a one-to-one basis with colleagues, providing coaching and support, helping them to achieve their potential. | **Communicate effectively**  Engages in a professional manner with other people, using active listening and open questions to ensure appropriate outcomes. Writes clearly and succinctly, ensuring documents are easy to understand. |
| **Accounting standards**  Understands various Accounting Standards Frameworks and ensures they are applied appropriately to entities. | **Manage yourself**  Knows how to use our business systems and tools efficiently and effectively. Uses time wisely by planning and prioritising well. | **Guide team**  Works effectively with colleagues in group situations, building a positive team culture, and role modelling our values. | **Entity knowledge**  Understands the entities we audit, including the risks and issues that impact our work. Builds and maintains professional relationships with the key people who work in those entities. |
| **Auditing standards**  Understands and applies relevant International Standards of Auditing, and the Auditor-General’s auditing standards. | **Develop yourself**  Takes opportunities to develop professionally and personally, learning from situations, and responding to feedback. | **Guide organisation**  Works collaboratively with others to shape and lead Audit New Zealand, ensuring that it is a high-performing organisation. | **Sector knowledge**  Understands the different sectors we audit within, including common risks and issues that impact our work. Builds and maintains professional relationships with key influencers in relevant sectors. |