

## Position Description

**Position Title**

Banking Officer

**Unit**

Financial Services

**Division**

Finance

**Group**

Services

**Location**

Wellington

**Reports to**

Unit Manager

**Last Review Date**

August 2017

**About the Ministry**

The Ministry of Foreign Affairs and Trade works to make New Zealand's voice heard overseas and contributes directly to the security and well-being of all New Zealanders.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

*Leadership*

- amplifies New Zealand's influence and standing in the world;

*Prosperity*

- delivers improved prosperity for New Zealand and our region;

*Kaitiakitanga*

- delivers solutions to global challenges, for the benefit of present and future generations;

*Stability*

- delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

**About the Division**

The Finance Division is responsible for the provision of quality financial services, management information and advice to the SLT and business management to inform effect decision making and use of resources. It is also responsible for the development and implementation of systems, processes and tools to support financial transactions and meet business information needs, and for ensuring the Ministry complies with legal and other external and internal requirements of financial management.

## **About the Position**

The Banking Officer is responsible for managing and supporting the Wellington domestic bank accounts and off-shore bank accounts that are controlled from Wellington including the accurate and efficient processing of the associated electronic banking activities. The role is also responsible for the accurate and efficient sourcing and processing activities in relation to foreign currency arrangements and transactions including funding of Post controlled bank accounts.

## **Relationships**

The position is required to build and maintain the following relationships:

Internal (within MFAT)

- Division and Unit managers
- MFAT staff, both onshore and offshore
- MFAT project teams

External (outside MFAT)

- Banking suppliers to the Ministry
- Audit New Zealand

## **Key Accountabilities**

The following key accountabilities of this role, with direction, assist in delivering the Ministry's vision and mission.

Domestic and Wellington Controlled Off-Shore Bank Accounts

- Manage Wellington bank accounts and transactions
- Liaise with domestic and foreign bankers to keep banking access and signing authorities up to date as staff rotate through postings
- Process foreign currency payment files into online banking system for cross border payments
- Process domestic payment files into domestic online banking system
- Provide and review reports of bank balances
- Monitor forecast cash flows from posts and arrange funding as and where required
- Transfer funds between bank accounts where needed
- Manage the Ministry Trust accounts, payments and reconciliation
- Reconcile the intercompany account each month end and fund the departmental or crown bank account as required
- Reconcile bank accounts and resolve reconciling items including liaising with bank provider, post and/or financial coordinator to correct any discrepancies
- Identify and liaise with Financial Coordinator to ensure transactions are processed in FMIS
- Manage the opening of new offshore bank accounts, identifying services required by posts and services offered by banking providers, acting as liaison between the Ministry and banks
- Monitor and communicate changes in banking regulations, particularly anti money laundering requirements that may impact on Wellington and post operations
- Advise Ministry staff regarding foreign payment procedures and best practice in managing offshore supplier payments

Foreign Exchange

- Arrange monthly foreign currency requirements based on budgeted annual cash forecasts from each offshore post
- Liaise with the NZ Debt Management Office to confirm delivery of monthly approved forward foreign currency contracts
- Perform back office and administration functions relating to all foreign exchange arrangements and transactions

- Present recommendations for buying and selling foreign currency and update records, on approval from the Assistant Accountant and/or the Unit Manager Financial Services
- Provide daily exchange rate to be loaded into Financial Management Information System (FMIS)
- Reconcile foreign exchange transactions with bank accounts recognising and allocating any foreign exchange gains

#### Customer Service

- Maintain a customer focused approach to the delivery of financial services
- Support users and Team Administrators as a subject matter expert, with the ongoing successful delivery of an expense management tool
- Advise various Ministry projects on banking and payment functionality as part of requirements gathering, process improvement and testing of new systems
- Help build productive relationships between Finance and business units, working with Deputy Secretaries, Group Managers, Head of Mission/Post, budget holders, group and post administrative managers and staff

#### Teamwork

- Work collegially with team members in order to develop an understanding of the divisions work stream and contribute to the achievement of the division's objectives
- Contribute expertise to payment and banking functional requirements of any new business tools

#### Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Demonstrate behaviour aligned with the organisation's values, goals, policies and procedures
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents
- Contribute to Ministry-wide projects and emergency response situations
- Using the Ministry's Capability Framework, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Understand tikanga and Treaty of Waitangi principles, and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- All other duties as required by the employer

#### Understanding of Government and the Public Service

- Develop on understanding of the machinery of government, including the Ministry's relationship with Ministers and other government agencies

#### Knowledge Management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders

#### Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

### **Qualifications, Skills, Knowledge and Experience**

You must have the following qualifications, skills and experience:

- A sound understanding and demonstrated experience in a banking or financial services role
- Experience in foreign currency transactions - both forward exchange contracts and spot rated transactions
- Experience in using foreign exchange banking platforms is desirable
- Relevant tertiary study at certificate or diploma level to support experience is preferred
- Previous success delivering customer focussed financial services in a large organisation
- Ability to build rapport with a range of people throughout the Ministry
- Ability to manage great working relationships external to the Ministry such as banking providers and external auditors
- Sound numeracy and accuracy skills
- Applied knowledge of financial management systems
- Sound judgement and decision making skills
- Ability to work effectively and collegially within a team
- Sound written and verbal skills
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- Ability to plan and organise own workload and prioritise effectively
- Basic understanding of tikanga and Treaty of Waitangi principles
- Competent in Microsoft Office suite of products

### **Additional Comments**

You must also:

- Hold New Zealand citizenship
- Be able to obtain and maintain an appropriate New Zealand Government security clearance