

## Forensic Accountant

<b>Team:</b>	<b>Operations</b>
<b>Reports to:</b>	<b>Principal People Lead</b>
<b>Direct reports:</b>	<b>None</b>
<b>Indirect reports:</b>	<b>None</b>
<b>Delegations:</b>	<b>None</b>
<b>Location:</b>	<b>Auckland</b>
<b>Travel:</b>	<b>Wellington occasionally. Other travel may be required.</b>

### Being a Public Servant

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Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

### Position purpose of the Forensic Accountant

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- Perform and interpret complex financial analysis.
- Explore business activity and documentation.
- Utilise investigation experience and technical knowledge and skill to investigate or prosecute serious or complex financial crime.

### What we do matters – Our purpose

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The Serious Fraud Office (SFO) is a highly specialised government department whose purpose is to protect New Zealand’s financial and economic wellbeing. We do this through our mission of disrupting and deterring serious or complex fraud through prevention, investigation, and prosecution.

### How we do things – our principles

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<b>Excellence</b>	A world class financial crime and corruption agency.
<b>Connect</b>	Stronger together.
<b>Pride</b>	In all that we do.

What you will do to contribute	As a result, we will see
<b>Investigations</b> <ul style="list-style-type: none"> <li>Undertake and contribute to investigations and/or prosecutions as part of a team led by a Principal or other project lead.</li> </ul>	<ul style="list-style-type: none"> <li>High quality contribution to tasks allocated in furtherance of the investigation strategy.</li> <li>Collaborative approach to work which ensures team members are aware of progress.</li> </ul>
<b>Leadership</b> <ul style="list-style-type: none"> <li>Support the Principal and/or project lead in an investigation team.</li> <li>Take ownership of the delivery of investigation and/or prosecution tasks.</li> <li>Communicate with influence at all levels, internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>Takes ownership of tasks and supports team members to achieve their milestones.</li> <li>Sets and meets realistic milestones for tasks.</li> <li>Proactive participation in case team endeavours such as summarising reports, execution of search warrants, witness management etc.</li> </ul>
<b>Technical Expertise</b> <ul style="list-style-type: none"> <li>Apply advanced technical experience, knowledge, and skills to advance investigations and/or prosecutions.</li> <li>Identify potential issues in an investigation and generates solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration of innovation and fresh thinking in approach to financial and general tasks, in collaboration with team members.</li> <li>Demonstration and application of experience in presentation of financial evidence.</li> <li>Identification of opportunities for continuous improvement in own and organisational processes.</li> </ul>
<b>Risk Management and Compliance</b> <ul style="list-style-type: none"> <li>Be cognisant of risks and mitigate.</li> </ul>	<ul style="list-style-type: none"> <li>Risk is minimised, mitigated, or managed appropriately.</li> </ul>
<b>Systems and processes</b> <ul style="list-style-type: none"> <li>Comply with agreed systems and application access and use policies and protocols.</li> <li>Enter and update data accurately and comprehensively.</li> </ul>	<ul style="list-style-type: none"> <li>Use of systems and applications align with agreed policies and protocols.</li> <li>Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner.</li> <li>Systems, applications, and data risks are effectively avoided or mitigated.</li> </ul>
<b>Relationship Management and Stakeholders</b> <ul style="list-style-type: none"> <li>Develop and maintain effective external relationships.</li> <li>Develop and maintain effective working relationships within the SFO.</li> </ul>	<ul style="list-style-type: none"> <li>Effective relationships that benefit the SFO and/or the wider system.</li> <li>Effective relationships within the SFO.</li> </ul>

Who you will work with to get the job done	
Internal	Principals
	Operations Team
	Legal and Corporate Services Team
External	Private Sector: Victims, Witnesses, Defense Counsel, Contractors, Professional Services firms
	Public Sector: Other law enforcement and regulatory agencies, Court staff

Your competency profile	What you will bring specifically
<p>Keys to success:</p> <ul style="list-style-type: none"> <li>• Action orientated.</li> <li>• Manages complexity.</li> <li>• Attention to detail.</li> </ul>	<p>Experience:</p> <ul style="list-style-type: none"> <li>• Experience in financial crime investigations and/or prosecutions as a Forensic Accountant.</li> <li>• In-depth understanding of complex financial analysis and the standard of evidence required for criminal matters.</li> <li>• Experience in managing a diverse workload and timeframes.</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>• An in-depth understanding of accounting and finance systems.</li> <li>• A high level of proficiency with Excel, Word, and visualisation software.</li> <li>• Demonstrated knowledge of Serious Fraud Office Act 1990.</li> <li>• Ideally knowledge of the public sector legislation.</li> <li>• Effective influencing skills.</li> <li>• Effective communication skills.</li> <li>• Effective negotiating skills.</li> <li>• A growth mindset.</li> </ul> <p>Other requirements:</p> <ul style="list-style-type: none"> <li>• A relevant professional Tertiary qualification.</li> <li>• Chartered Accountant Qualified through Chartered Accountants Australia or New Zealand, or an equivalent overseas professional body, or Certified Practising Accountant Australia qualified.</li> </ul>