



Mahi Tahī

We are one team, stronger together as we work with our community to deliver outcomes that matter.

#Arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana, leaving a legacy which will protect a future that matters.

Manaakitanga

We put our people first and show them they matter, through a caring whanau centric and solutions focused approach.

Details

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|------------------------|---------------------------------|
| JOB TITLE | Senior Finance Business Partner |
| REPORTS TO | Financial Controller |
| GROUP | Organisation Performance |
| DIRECT REPORTS | Nil |
| FINANACIAL DELEGATIONS | \$5,000 |
| WARRANTS REQUIRED | TBC |
| GRADE | 19 |

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

Purpose

To provide high quality, timely, effective financial advice and advanced technical accounting support to the Financial Controller, the Executive Leadership team and the organisation (including elected members), taking responsibility of the key finance deliverables of Annual Plans, Long-term Plans, financial modelling and business partnering.

To mentor and coach Finance Business Analysts in providing business partnering across the organisation and other key financial tasks, ensuring the team are working collaboratively with business units and the finance team to help facilitate the best financial decisions and create value for the Horowhenua district ratepayers and communities.

To work closely with the Financial Accountant in assisting the key finance deliverables of Annual Report.

This is a senior financial management role responsible for providing a proactive and positive contribution to the Group by leading “best practice” and enabling development and coaching across the organisation.



Skills, Knowledge and Experience

EXPERIENCE

- Minimum of 5 years consistent working experience in a senior financial management position in multidisciplinary environment.
- Demonstrated experience in financial analysis and modelling.
- Capable of interpreting numerical information and using this to aid in problem solving. Has a preference for using numbers and hard data when solving problems.
- Proven experience maximising returns in the business
- Critically analyses and evaluates information in a logical way when solving complex problems.
- Demonstrates a strong focus on high performance and personal achievement. Goes above and beyond to exceed expectations.
- Generates and implements new and innovative solutions, ideas, and approaches to problems. Anticipate issues before they arise.
- Weighs up options and implications, identifies strategies, and plans, and is comfortable with managed risks.

KNOWLEDGE

- Demonstrated proficiency with systems experience in one or more accounting software systems, particularly planning and budgeting systems and contemporary reporting tools (e.g. business warehouse, OLAP tools, etc.)
- Sound knowledge of local government procedures, protocol and policies, Local Government Act and other relevant legislation to local government, and Accounting Standards.
- Ability to analyse and establish new policies and procedures

ACHIEVEMENT

- Minimum Qualification of Chartered Accountant with CAANZ membership, Minimum Bachelor degree in Accounting.

COMMUNICATION

- Excellent communications skills both oral and written, including ability to write concise and accurate reports.
- Should have an advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written oral and visual media.
- Remains calm, composed, and optimistic in stressful or high pressure situations.

IMPLEMENTATION

- Is confident making judgements based on the information available, even if it is not complete or the situation is ambiguous.
- An understanding of the Treaty of Waitangi and its application for Council.

SELF-INSIGHT

- Perceives and manages emotions in self and others. Relates well to others, with strong interpersonal skills.

TEAMWORK

- A confident leader with the ability to give direction and take accountability for the actions and decisions made.
- Drives progress and action through motivation of others.
- Is effective in influencing the thoughts and actions of others.



GROWTH MINDSET

- Future orientated and strategic, taking a big picture, long term view when planning and anticipating potential impacts on the business.
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Alignment with our community outcomes

PARTNERSHIP WITH
TANGATA WHENUA

Promote integration of environmental and social responsibility into financial planning

Continuously review the effectiveness of financial plans and reporting mechanisms in achieving community outcomes

Be open to adapting strategies based on feedback from Tangata Whenua and the wider community

Work collaboratively with business units within the Horowhenua District Council to identify areas where financial planning and reporting can contribute to community capacity building

OUTSTANDING
ENVIRONMENT

Promote integration of environmentally sustainable practices into financial planning, ensuring that resources allocation and budgeting align with ecological principles. This includes considering the environmental impact of financial decisions

Actively seek opportunities to reduce the carbon footprint of financial operations, such as adopting paperless processes, and providing data analysis to aid consideration of environmental impact of financial decisions

FIT FOR PURPOSE
INFRASTRUCTURE

Seek cost-effective solutions for infrastructure development that maximise the impact of available funds

Implement robust and transparent reporting mechanism to measure performance and impact of infrastructure (Capital) investments

VIBRANT ECONOMY

Provide meaningful data to allow activity managers to allocate funds strategically to infrastructure projects that stimulate economic growth

Actively seek and prompt activity managers to investigate external funding sources for initiatives and projects

STRONG COMMUNITIES

Develop and support financial inclusion programmes that contain useful financial information to ensure all staff members have access to financial resources and services. This strengthens the financial knowledge of staff members to be able to better serve the ratepayers, businesses, and community in the Horowhenua district.







Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Coach and develop the capability of team members focusing on team members taking accountability and building performance.

Work alongside the Financial Controller and Executive Leadership team for the betterment of the whole organisation, so that each group can thrive.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the treaty of waitangi and incorporate these into your work.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council.

Provide support and business advice to Group Managers.

Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

Strategic Direction and Forward Planning

Provide specialist financial expertise as an input to the development, communication and implementation of the Long Term

Plan and other relevant planning documents.

Assist with business plans and financial analysis of projects and ensuring alignment with wider Council plans.

Provide recommendations for appropriate goals, objectives and strategies for all areas of activity.



Management Reporting and Monitoring Analysis

Ensure the continued development and improvement of the financial planning processes and systems to meet management, organisational and legislative needs.

Lead the preparation and completion of the financial sections of the Council's Annual Plan.

Providing accurate and timely monthly financial reports to the Senior Leadership Team, individual Group Managers and their respective budget managers including assisting managers with planning and budgeting, highlighting and interpreting performance, updating financial forecasts, highlighting risks and variances.

Monitor the performance of Council activities and report on exceptions on a monthly basis.

Manage the budget preparation process for the Long Term Plan and Annual Plan.

Monitor performance of entities of Council that manage Council assets or are provided with significant grants.

Assist the Financial Controller to provide financial leadership to the Council.

Develop financial models, prepare forecasts and reporting tools to identify business opportunities, risk and ensure performance better.

Coordinate with senior management and prepare forecasts and budgets to meet business goals with help of accounting staff and documents all research accounting issues.

Ad hoc review of project performance.

Assist with the delivery of the Council's Annual Report and the annual audit.

Strategic direction and forward planning, including the financial component of planning documents necessary to meet legislative requirements.

Coordinate development and update of financial aspects of Asset Management Plans and the associated capital expenditure prioritisation decision processes.

Develop and implement prioritisation tools for Opex and Capex Projects.

Test the robustness of the financial internal controls and processes.

Assets and Insurance

Guide and coach Finance Business Analyst in liaising with asset managers to maintain accurate insurance schedules.

Assist in asset revaluation process performing quality assurance and due diligence on asset schedules.

Council Contribution

Actively and positively participate as a member of the team and perform all reasonable duties as needed.



Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.

Business Management & Risk Management

Regular testing of internal financial controls, processes & systems to provide assurance of a low risk environment.

Ensure that all Council expenditure is approved, correct for payment, correctly coded and authorised within financial delegations.

Highlight financial and other risks and opportunities.

Evaluate business cases, projects and investments.

Process all Council information as per approved electronic records management system and procedures.

Approved procedures, information systems and policies are documented and complied with.

Proactively engage in Council's performance management and talent development framework.

Participate in Emergency Management activities.

