



Mahi Tahī

We are one team, stronger together as we work with and for 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.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

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 future generations will embrace.

Details

JOB TITLE	Kaiārahi Pūnaha Ahumoni Finance Systems Lead
REPORTS TO	Chief Financial Officer
GROUP	Community Infrastructure
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	TBC
WARRANTS REQUIRED	
GRADE	18

Purpose

The Finance Systems Lead, ensures Council's financial systems, data and reporting and analytics are robust, integrated and continuously improving to support high-quality financial decision-making.

The role leads the optimisation of finance related aspects of Civica Authority and MagiQ and is the Finance Lead for Council's transition to Authority Altitude, ensuring systems are aligned, efficient, and fit for purpose.

It drives automation, standardisation, and AI-enabled practices to reduce manual processes and enable faster, easier, simpler, smarter ways of working across finance.

The role partners with the finance team to uplift capability, embed system-led thinking, and deliver sustainable improvements in how financial information is produced, managed, and used.



Key Responsibility and Expected Outcomes

Finance Systems Leadership

- Lead and optimise finance systems, structures, and configurations and governance
- Own the finance systems roadmap and prioritise enhancements
- Lead the development, updating and improvement of financial information systems policies, processes and reporting design and functionality
- Uses accounting knowledge to ensure systems support statutory and internal reporting

Reporting, Analytics and Data Integrity

- Own the finance reporting framework and reporting architecture
- Partner with the Digital Delivery Team to develop and maintain Power BI dashboards and self-service reporting solutions
- Improve data quality, consistency and governance across finance systems
- Reduce reliance on manual spreadsheets through automation and reporting improvements
- Provide trusted advice on financial data, analytics and reporting capability

Authority Altitude Cloud Transition

- Act as Finance Subject Matter Expert for the Authority Altitude implementation
- Lead the finance workstream and coordinate business readiness activities
- Review and redesign processes to achieve improvement rather than replication
- Lead finance testing, configuration reviews and user acceptance testing
- Coordinate finance training, knowledge transfer and post-implementation optimisation

Continuous Improvement, AI and Automation

- Develop and maintain a finance continuous improvement pipeline
- Identify automation opportunities and advocate for AI-enabled productivity solutions
- Champion governance-controlled AI adoption across finance
- Drive standardisation and simplification of end-to-end finance processes

Stakeholder Engagement and Capability Building

- Facilitate workshops to identify business needs and improvement opportunities
- Build stakeholder capability in systems, reporting and data literacy
- Act as a trusted advisor to Finance, IT and business teams
- Translate business requirements into practical system solutions
- Reduce key-person dependency through coaching, documentation and knowledge sharing

Vendor and Relationship Management

- Manage relationships with software vendors and implementation partners
- Coordinate system support, enhancement request and service delivery outcomes
- Build strong partnerships across Finance, IT and operational teams

Project Management

- Manage assigned projects in accordance with council's Project Management Framework
- Ensure operational hand-over, documentation and sustainability are built into project delivery

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.

Council Contribution

- Actively contribute to the Community Infrastructure Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- Proven experience in finance systems, systems accounting, finance transformation, or business analysis roles with a strong finance focus.
- Experience with ERP systems and finance reporting platforms (preferably Civica Authority, Authority Altitude, MagiQ, Power BI or similar).
- Demonstrated experience leading or supporting systems implementations, upgrades, cloud migrations, or continuous improvement initiatives.
- Strong financial, analytical and problem-solving capability.
- Experience working with stakeholders to identify business needs and deliver practical system solutions.
- Project management and vendor management experience desirable.
- Local government or public sector experience desirable
- Relevant tertiary qualification, with CA ANZ or equivalent professional qualification preferred

CAPABILITIES

- Strategic and continuous improvement mindset.
- Strong stakeholder engagement, communication and facilitation skills.
- Ability to translate complex business requirements into simple, effective solutions.
- Curiosity for automation, AI and innovation.
- Collaborative, adaptable and customer focused.
- Trusted advisor who builds capability and drives positive change.

Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

