



Mahi Tahi

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

#arohatōmahi

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	Senior Finance Business Partner
REPORTS TO	Financial Controller
GROUP	Organisation Performance
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	\$5,000
WARRANTS REQUIRED	-
GRADE	20

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 lead responsibility of the key finance deliverables of Annual Plans, Long-term Plans, financial analysis and 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 community.

To work closely with the Senior Financial Accountant and Financial Services Manager to support the key finance deliverables of the Annual Report and Audit

This is a senior financial management role responsible for providing a proactive and positive contribution to the organisation by leading "best practice" work and enabling development and coaching across the organisation to build financial acumen.



Key Responsibility and Expected Outcomes

Annual Plan, Long Term Plan

- Collaborate across the business and provide Leadership and specialist financial expertise to develop, communicate and implement 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.
- Financial modelling and budget results analysis
- Prepare financial information for presentation and adoption report to Council
- Prepare financial information for the actual LTP/AP document and necessary supporting information including Revenue and Financing policy, Significant Forecasting Assumptions, Fees and Charges.
- Lead the review of Revenue and Financing policy, significant forecasting assumptions, and other LTP related policies as needed.

Business and Financial Analysis and Advice

- Provide appropriate and accurate monthly, quarterly reports to Managers and the Executive Leadership Team including analysis of the actual results and review of forecasting.
- Provide business and financial partnering through the provision of high-quality business advice, reporting and support.
- Contribute to the preparation of Organisation Performance Report, Annual Report and other reports as required
- Assist with reviewing work from junior members of the finance team
- Provision of high-quality capital investment analysis and advice for new and proposed Capital Expenditure. • Effectively integrate the finance function across Council and into Council activities through the provision of high quality, value-adding services and advice.
- Develop appropriate business and financial models for the provision of Council services and the stewardship of Council assets.
- Work with managers to ensure accurate financial information forms an integral part of both their immediate decisions and future strategic decisions.
- Provide creativity and innovation in business strategy and analysis.

Relationship Management

- Support the Organisation Performance Group in strengthening Council's strategic relationships by working collaboratively with Iwi and other cultural stakeholders.
- Establish and maintain a network of key contacts to enhance Council's relationships across local government, government agencies, businesses, and the community.
- Coordinate the implementation of communication plans to ensure key stakeholders are kept informed of Council's work programme.

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 (role specific) Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & 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

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.
- Excellent 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.
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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



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



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



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



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



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.

