

# FINANCE BUSINESS PARTNER TŪHONO ŪMANGA PŪTEA

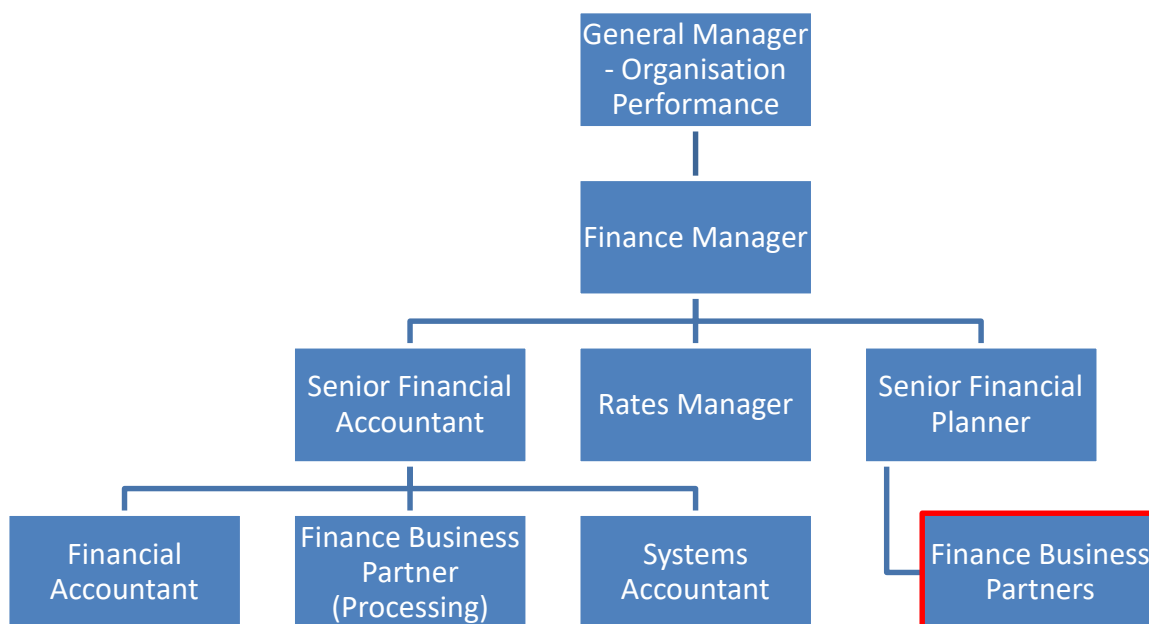
## POSITION DESCRIPTION

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### POSITION INFORMATION

<b>Group</b>	Organisation Performance
<b>Team</b>	Finance
<b>Reports to</b>	Senior Financial Planner
<b>Direct Reports</b>	Nil
<b>Primary Location</b>	Taupo-based office and mobile between various Council offices and around the district to fulfil key tasks

### TEAM STRUCTURE



## POSITION PURPOSE

To provide technical accounting support to the Finance Manager and the organisation with the key finance deliverables of Annual & Long-term Plans, business forecasting, and specialist financial areas.

To operate as a business partner across the organisation, working collaboratively with assigned business units and the finance team to help facilitate the best financial decisions and create value for the Taupō district ratepayers and communities.

## KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Business Partnering	<ul style="list-style-type: none"> <li>• Provide quality financial support for allocated business units in the areas of financial analysis, budgeting, forecasting, use of financial systems, business case preparation, ad hoc reporting, and general financial advice</li> <li>• Accurately produce management reports and forecast progress for allocated business units and/or Council's leadership team, on a regular basis</li> <li>• Ensure accuracy of financial information/records of allocated business units and Council</li> </ul>
Fixed Assets	<p>For the business units that you support:</p> <ul style="list-style-type: none"> <li>• Capitalising new assets, actioning disposals, creating vested and "discovered" assets in a timely manner, to ensure asset register is up-to date</li> <li>• Maintaining work in progress register and updating it to ensure current state and asset progress is clear and transparent</li> <li>• Maintain capital project ledger codes and the detail fields regarding funding</li> <li>• Conduct regular asset "stocktakes", review of asset register, and impairment checks</li> <li>• Assist with year-end processes and audit process</li> <li>• Assist with the preparation of the insurance schedules, reconciliation of premiums to the schedule, monthly journal, and applicable on-charges</li> </ul>
Monthly financial reporting	<ul style="list-style-type: none"> <li>• Prepare any assigned month end journals in a timely manner</li> <li>• Any assigned month end tasks and/or reconciliations are prepared, and items cleared in a timely manner</li> </ul>
Long-term Plan, Annual Plan and Annual Report	<ul style="list-style-type: none"> <li>• Assist with the development of the Long-term Plan, Annual Plan and Annual Report</li> <li>• Assist with external audit processes including, liaising with auditors, answering queries, and uploading information into the audit system</li> </ul>
Specialist financial tasks	<ul style="list-style-type: none"> <li>• Proactive leadership of all tasks and functions within one or more of the allocated specialist financial areas, including:               <ul style="list-style-type: none"> <li>- Treasury management &amp; cashflow forecasting</li> <li>- Development contributions &amp; associated financial modelling</li> <li>- Fees &amp; charges</li> <li>- Climate change &amp; carbon credits</li> <li>- Salary modelling</li> </ul> </li> </ul>

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> <li>- Planning system &amp; process improvements</li> <li>- Waka Kotahi (NZ Transport Agency) claims and audit</li> <li>- Internal loans and reserves</li> <li>- Insurance processes</li> <li>- Council Controlled Organisation - Tax and Annual Reports</li> <li>• Develop and maintain knowledge and expertise in specialist financial areas</li> </ul>
Knowledge sharing & team improvement	<ul style="list-style-type: none"> <li>• Actively participate in finance team and other group meetings</li> <li>• Share knowledge and information across the finance team to enable a holistic view of TDC &amp; it's CCOs</li> <li>• Ensure knowledge &amp; ability to perform key responsibilities of the role are shared with at least your allocated back-up person, to reduce single person risk</li> <li>• Foster a continuous improvement culture by actively considering, suggesting, and participating in systems and process improvement</li> <li>• Assist with internal audit processes and associated improvement work</li> </ul>
Records and Reporting	<ul style="list-style-type: none"> <li>• Ensure accuracy of information/records in systems adopted by the department/organisation.</li> <li>• Produce accurate reports as required for managers and/or ELT</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Undertakes projects and/or other initiatives that may be assigned by your team leader, manager, or the Executive.</li> </ul>
Health & Safety and Wellbeing	<ul style="list-style-type: none"> <li>• Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position)</li> <li>• Take responsibility for your own health and safety</li> <li>• Ensure your own actions keep self and others safe</li> <li>• Identify, report, and assist to eliminate hazards/risks in workplace</li> <li>• Participate in local workplace safety management practices</li> <li>• Participate in workplace wellbeing initiatives</li> <li>• Ensure compliance under Health and Safety at Work Act 2015</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>• Participates in civil defence emergency management (CDEM) events and training if required</li> </ul>

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

## FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>• Finance team members</li> <li>• Executive team</li> <li>• Enterprise Leadership Team</li> <li>• CCO Staff</li> <li>• Fleet Manager</li> <li>• All other TDC staff</li> </ul>	<ul style="list-style-type: none"> <li>• General public</li> <li>• Customers &amp; suppliers</li> <li>• Auditors (external &amp; Council appointed)</li> <li>• Consultants &amp; professional advisors</li> <li>• Government departments</li> <li>• Other local government agencies</li> </ul>

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

## PERSON SPECIFICATION

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Tertiary level finance/business related qualification or equivalent level of learning through experience</li> </ul>	<ul style="list-style-type: none"> <li>• CA Membership of NZICA or equivalent</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>• Adaptable to changing work priorities</li> <li>• Willing to take responsibility</li> <li>• Well organised</li> <li>• Ability to use initiative</li> <li>• High attention to detail</li> <li>• Digital technology/systems savvy</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work well under pressure at peak times</li> </ul>

### Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 5-10 years' experience in a financial role</li> <li>• Advanced level in Microsoft Excel (and a working knowledge of wider Microsoft suite)</li> <li>• Thorough working knowledge of integrated financial systems</li> <li>• Thorough working knowledge of GAAP</li> <li>• Customer focused</li> <li>• Continuous improvement focus</li> </ul>	<ul style="list-style-type: none"> <li>• Local government experience TechnologyOne (CiAnywhere) &amp;/or IBIS Information System experience</li> </ul>

## JOB DESCRIPTION SIGN-OFF

*Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.*

	Manager	Employee
Name		
Signature		
Date		