

POSITION DESCRIPTION

Finance Governance Manager



Group:	Finance & Risk	Reports to:	Head of Finance & Risk
Location:	Paeroa Office	Authorities:	Refer Delegation Manual
People Leadership:	Senior Accounts Officer (x4); Payroll Officer / Accounts Officer; Financial and Asset Accountant, Finance Assistant		
Key Relationships:	Internal: Finance and Risk team, Head of People Strategy and Partnership, Budget Managers, All Staff External: Auditors, professional advisors		

Position Purpose

The Finance Governance Manager ensures the integrity, effectiveness, and continuous improvement of Council's financial systems, reporting, and accounting processes. The role provides specialist financial and systems expertise, leads financial reporting for statutory requirements, oversees fixed asset and compliance functions, and develops and leads finance staff to deliver accurate, timely, and compliant financial information.

Key Responsibilities

Financial Systems

- Maintain integrity of Council financial systems.
- Oversee system controls and compliance.
- Lead finance systems improvement initiatives.

Team Leadership

- Lead and develop finance teams and the procurement function.
- Support performance, capability, and succession.
- Promote consistent, high-quality service delivery.

Financial Reporting

- Lead preparation of annual and statutory accounts.
- Manage reporting timelines and audit engagement.
- Provide financial insight for decision-making.

Fixed Assets & Capital Accounting

- Oversee fixed asset accounting and valuations.
- Maintain compliance with accounting standards.

Statutory Compliance, Tax & Financial Policy

- Oversee statutory returns, including GST.
- Lead development and application of financial policy and risk policy.
- Provide guidance on financial controls and treatment.
- Oversee the development of procurement policy.
- Oversee risk register maintenance and risk management training.



Shared Responsibilities

- Work safely and act ethically in everything you do.
- Follow Council policies and procedures.
- Take responsibility for your own learning and growth, participating in training and development opportunities.
- Take part in organisational and emergency management activities when needed.
- Handle information with care, keeping it secure and confidential.
- Uphold HDC values by practising manakitanga and embedding te ao Māori and diverse cultural perspectives in our work.

How We Measure Success

- Financial systems operate effectively, securely, and in compliance with legislative and audit requirements.
- Annual and statutory financial reporting is accurate, timely, and achieves clear audit opinions.
- Fixed asset accounting and valuations are robust, compliant, and well supported by documentation.
- Finance teams are well led, capable, engaged, and delivering consistent, professional service.
- Council's Liability and Investment Management Policy guidelines are met.
- Financial and Risk policies, systems, and processes support sound decision-making and organisational objectives.

Additional Information

- This role may require flexibility to perform duties outside the scope of this description as reasonably required.
- This position description may change periodically to ensure it remains relevant.
- Passes required health, safety, and well-being checks for position, including drug testing for safety sensitive positions.

What You Bring

- Full NZ Driver Licence.
- Tertiary degree in Accounting or a related field.
- Full CA membership with Chartered Accountants Australia and New Zealand, or equivalent.
- Five to six years' relevant accounting and financial management experience.
- Significant experience in financial systems, statutory reporting, and fixed asset accounting.
- Demonstrated leadership capability with experience coaching and developing high-performing teams.
- Strong analytical, problem-solving, and decision-making skills.
- Sound understanding of local government or complex public-sector financial environments.

Organisation Values

Hauraki District Council values guide how employees carry out their work and interact with others. These values define the organisation's culture and set expectations for how work is done – this is *The Hauraki Way*.

