

JOB DESCRIPTION

HEAD OF FINANCE

JOB OVERVIEW	
Location	Masterton
Business unit	Finance
Reporting to	Director Commercial
Direct reports	At least 4
Delegated responsibility	As per delegation's manual

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY DEPARTMENT

The Finance Department:

The finance team provides high-quality financial, management and asset accounting service so that elected members and managers have the financial advice and support they need to deliver quality outcomes for our community.

The work is a mix of people-focused promotion of the financial systems that support our budget-holders and ensuring the accuracy and timeliness of the information being recorded in the financial systems. There will be responsibility for year-to-date financial reporting and analysis, asset capitalisation, insurance, revenue systems, treasury management and the overall integrity of our financial systems. The role will work across the organisation and be supported by the Finance team and be delivered according to statutory local government requirements and best practice standards.

MY ROLE

Head of Finance:

The role focuses on delivering high-quality financial services including budgeting, reporting, treasury support, and audit readiness. It leads the Finance team to provide reliable financial information, maintain robust systems and processes, and support managers to deliver against their budgets and alignment with the council's long-term goals.

The Head of Finance plays a key role in translating organisational priorities into practical financial management, developing budgets that deliver Council's services and projects, and then reporting against those budgets, while meeting all statutory and audit requirements.



MY KEY RESULT AREAS (KRAs)

Financial Operations and Reporting

- Lead the preparation and delivery of accurate and timely financial reports for Council, committees, and management, including the financial aspects of the Annual Report.
- Oversee monthly, quarterly, and annual financial processes, including reconciliations, journals, and variance analysis – ensuring adherence to accounting policies and standards.
- Oversee the revenue systems, including Rating to ensure adherence with statutory requirements and policies.
- Manage the financial modelling and budget preparation of Long-Term Plans and Annual Plans, advising Council on sustainable asset management, funding and compliance with statutory requirements.
- Provide practical financial advice and support to budget holders to enable effective financial management.

Team Leadership

- Lead and manage the finance team to deliver high-quality, timely outputs.
- Provide coaching, guidance and development opportunities to build capability within the team.
- Encouraging a culture of innovation to improve processes and outcomes.
- Foster a collaborative, accountable and service-focused team environment.
- Set clear expectations and ensure delivery against agreed priorities.

Financial Management

- Support the management of Council's cashflow, debt and funding requirements in line with policies.
- Ensure appropriate management, monitoring and reporting of receivables, financial commitments and liabilities.
- Contribute to maintaining sound financial management across the organisation.
- Prepare and present financial reports to Council, Committees and workshops.
- Provide financial advice to elected members as required.

Compliance, Audit, and Risk

- Ensure compliance with financial regulations standards and Council policies.



	<ul style="list-style-type: none"> • Manage the preparation of financial records and supporting documentation for internal and external audits • Act as the primary liaison with auditors, ensuring queries are responded to promptly and effectively • Implement audit recommendations and ensure continuous improvement of financial processes. • Support management of financial risks through accurate reporting and strong financial controls.
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MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing	<ul style="list-style-type: none"> • Always ensure your own and the safety of others • Comply with policies, procedures and safe systems of work • Report all incidents/accidents, including nears misses, in a timely fashion • Actively participate in the hazard management and identification process • Escalate risk as per the Risk Management Policy
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MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	<ul style="list-style-type: none"> • Set realistic goals for own performance. • Undertake change based on regular self-evaluation and feedback. • Identify opportunities for personal and professional development and growth. • Undertake both internal and external training identified as relevant to the role.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with the Council's Code of Conduct and Policies and Procedures across all areas of responsibility. • Ensure compliance with the Council's Code of Conduct and Policies and Procedures across the team.
Other duties	<ul style="list-style-type: none"> • All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager. • These duties are not a complete list. Responsibilities may change over time as needed.
Participate in the Council's civil defence emergency response	<ul style="list-style-type: none"> • Participation in relevant emergency response training and duties as requested by the Chief Executive. • Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Chief Executive • Line Manager and ELT Manager • Immediate Team • Masterton District Council Staff • Elected Members
External	<ul style="list-style-type: none"> • Other local Councils • Auditors • Banks • Insurance brokers • Other financial institutions



MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- CA ANZ qualified (or equivalent) preferred
- Tertiary qualification in accounting, finance, or related discipline.
- Significant experience (7 to 10 plus years) in financial accounting or management roles.
- Demonstrated experience leading and developing teams.
- Strong experience in financial reporting, budgeting, and audit processes.
- Experience within local government (preferred).
- High level of proficiency in Excel and financial systems.
- Strong analytical and problem-solving skills.
- Ability to translate financial information into clear, practical insights.
- Change management capabilities.
- Experience improving processes and systems

Competencies

- **Customer Service Orientation**
Provides responsive, practical financial support to internal stakeholders; focuses on delivering solutions.
- **Communication**
Clearly explains financial information in a way that is easy to understand and relevant to the audience.
- **Working Cooperatively**
Builds strong working relationships across teams; collaborates to achieve shared outcomes.
- **Delivery Focus**
Prioritises completion, accuracy, and timeliness of financial outputs; takes ownership for results.
- **Continuous Improvement**
Identifies opportunities to improve processes and systems; takes action to implement changes.
- **Health and Safety**
Actively contributes to a safe working environment and follows all health and safety requirements.

Personal Attributes

- Respectful, honest and open.
- Leads with strength and fairness.
- High integrity and attention to detail.



- Practical, hands-on and solutions-focused.
- Reliable and accountable for delivery.
- Proactive and organised.
- Clear communicator.
- Collaborative and approachable.
- Resilient and able to manage competing priorities.

JOB DESCRIPTION AGREEMENT

My name	
My signature	
Date	

JOB DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
Manager, People and Capability	1	Create JD	June 2026
Chief Executive	2	Review JD	June 2026



ATTACHMENT A

Place in organisation

