

POSITION DESCRIPTION

Finance Manager

Kaiwhakahaere Ahumoni



Job Title:	Finance Manager
Group:	Business Support
Location:	Paeroa Office
Reports to:	Group Manager Business Support
Supervisory Responsibility:	Revenue Manager, Payroll Manager, Finance Systems Accountant, Management Accountant
Functional Relationships:	Chief Executive, Business Support Group, HR Team, Budget Managers, All Staff, Auditors
Authorities:	In accordance with the Delegation Manual

General function of the position

To ensure the effective financial management of Hauraki District Council's resources through managing the financial processing and reporting/monitoring functions.

Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
<ul style="list-style-type: none"> I share relevant information with others I listen to understand I value feedback I use an appropriate communication style 	<ul style="list-style-type: none"> I always keep an open mind I acknowledge and respect differences of opinion I am always considerate and understanding I treat others as I would want them to treat me 	<ul style="list-style-type: none"> I always do my best I follow through for my customers and team I go the extra mile I take personal responsibility for my actions – I walk the talk 	<ul style="list-style-type: none"> I offer ideas and solutions I look for better ways of doing things I am fun to work with I am a can-do employee



Key tasks

1. To contribute to the strategic direction of Hauraki District Council (HDC).
2. To ensure efficient delivery of finance functions to support effective organisational decision making and service delivery.
3. To manage the financial reporting, treasury function, and system administration.
4. To enable HDC to maintain a strong focus on financial planning and financial management, both short and long term, that considers the needs of its customers.
5. To manage HDC's rating function in accordance with policy and legislation.
6. To lead the strategic direction, management and growth of the HDC's procurement function.
7. To manage HDC's risk management frameworks and insurance.
8. To lead the Finance Team in a positive manner, providing guidance and coaching so as to ensure that the team objectives and organisational standards are met.
9. To deal with internal and external customers with integrity and professionalism.
10. To actively demonstrate professional accountability and a desire for ongoing professional development and continuous improvement.
11. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Contribution to Strategic Direction

Key Tasks	Key Performance Indicators (KPIs)
1.1 Provide specialist financial expertise as an input to the development, communication and implementation of strategic plans.	<ul style="list-style-type: none"> • Active participation in HDC and district forums related to strategic direction. • Key strategic issues are identified, articulated and addressed. • Compliance with legislation and alignment with best practice.
1.2 Manage financial information for planning documents.	<ul style="list-style-type: none"> • Gathers information about events/risks and their potential impact within HDC's internal and external financial environment. • Assumptions and financial projections are incorporated in the planning process. • Timeframes and deadlines for the planning process are met.
1.3 Advise on financial and funding implications of projects and level of service changes identified in the planning process.	<ul style="list-style-type: none"> • Financial and funding impacts of options presented in the planning process are modelled and presented clearly.
1.4 Provide policy advice and support to Council.	<ul style="list-style-type: none"> • Evaluation of policy options are balanced and sound. • Risks are identified and quantified. • Policy proposals to Council are timely and complete.



1.5	Initiate and lead the management of change to ensure constant improvement in organisation performance, effectiveness and productivity of resources, and in responsiveness to changing environment, priorities and direction in relation to the finance function.	Finance Manager provides leadership and direction in the management of change.
1.6	Prepare and manage an annual Business Plan that is aligned with Council's strategic direction.	<ul style="list-style-type: none"> Financial Services Business Plan is delivered to budget and within timeframe. Financial Services Business Plan progress is tracked in accordance with organisational reporting standards. Planning is evident and any issues/concerns are addressed in an appropriate manner.
1.7	Assist with the preparation of budgets for the Finance Team component of Council's Annual Estimates and Annual Plan.	<ul style="list-style-type: none"> Information and advice is provided within agreed timeframes and to required quality with sound reasoning.

2. Delivery of Finance Functions

Key Tasks		Key Performance Indicators (KPIs)
2.1	Ensure that Council and staff are well informed about the HDC's financial results and the current and projected state of HDC's finances.	<ul style="list-style-type: none"> Council is kept informed of key issues and developments that could create significant financial risk or opportunity for the organisation. Timely, clear, relevant and concise financial reporting against agreed key business and performance goals, out of line situations and planned remedial action - no surprises. All significant variances are captured, analysed and reported.
2.2	Provide financial/reporting/rating expertise and advice to the Chief Executive, Management Team and other staff.	<ul style="list-style-type: none"> Time required for finance staff and budget managers to process and review reports is minimised. Budgets are revised and forecasting undertaken for inclusion in financial reports.
2.3	Ensure reporting systems produce timely and accurate results with minimal effort.	<ul style="list-style-type: none"> Reports produced are accurate, on time, and without errors.
2.4	Ensure statutory reporting requirements are met.	<ul style="list-style-type: none"> HDC's Annual Report is completed on time. Other regulatory reporting is completed including Stats NZ returns.

3. Manage Financial Functions

Key Tasks		Key Performance Indicators (KPIs)
3.1	Manage HDC's financial and accounting functions.	<ul style="list-style-type: none"> HDC complies with all legislative, statutory and organisational requirements. The financial systems function smoothly.
3.2	Ensure there is prudent financial management.	<ul style="list-style-type: none"> All financial dealings are handled prudently.
3.3	Maintain an appropriate team structure and environment to ensure corporate plans and objectives are met on time.	<ul style="list-style-type: none"> Productivity and efficiency continue to improve as a result of reviews of programmes and services. Organisational information systems are used.



3.4	Maintain an appropriate system of internal controls.	<ul style="list-style-type: none"> Appropriate systems and documented procedures are in place, understood, and complied with, and updated where necessary.
3.5	Ensure the reputation of HDC is enhanced through a sound relationship with Council's auditors and other professional advisors.	<ul style="list-style-type: none"> No major audit issues, all audit recommendations are resolved and, where necessary, acted upon in the agreed timeframe. Positive feedback is received from auditors and professional advisors.
3.6	Manage HDC's treasury function.	<ul style="list-style-type: none"> Sufficient cash is available to meet HDC's cash flow requirements. Borrowings, investments and interest rate swaps are made in accordance with HDC's liability management and investment policies. Cash balances are monitored on a daily basis and invested within appropriate timeframes in facilities that yield maximum return. Debt levels are maintained at prudent levels set in accordance with financial strategy of Council's Long Term Plan (LTP) and Annual Plans. The Audit and Risk Committee is informed on treasury matters.

4. Financial Planning and Management

Key Tasks		Key Performance Indicators (KPIs)
4.1	Manage the financial planning needs of HDC.	<ul style="list-style-type: none"> In conjunction with the Strategic Planning Manager, the job-holder leads, guides and supports the Long Term Plan (LTP) project team on the delivery of the LTP document and associated policies. Leads selected LTP related work streams. The financials for the LTP, Annual Plan, and financial forecasts are completed with appropriate consultation with relevant stakeholders and reflect the financial strategy of the organisation. Managers have a good understanding of the financial processes in place that relates to their department and the organisation.
4.2	Manage the process of providing financial information and advice to the ELT and Council.	<ul style="list-style-type: none"> Financial Reports that are submitted to the ELT/Council for consideration are timely and accurate.
4.3	Manage the needs of function and activity managers by ensuring appropriate training and accounting support is provided.	<ul style="list-style-type: none"> Budget holders have a good knowledge on how to monitor their budgets and use HDC's financial monitoring tools. Managers have a good understanding of the financial processes in place that relate to their function and the organisation.

5 Rates function

Key Tasks		Key Performance Indicators (KPIs)
5.1	Oversee and review Council's rating policies.	<ul style="list-style-type: none"> Rating policies are reviewed and updated within required timeframes as part of the LTP process or in response to legislative changes.



5.2	Provide support to the Revenue Manager in legislative and policy issues.	<ul style="list-style-type: none"> Appropriate support and leadership has been provided to the Revenue Manager on legislative and policy issues.
5.3	Act as an escalation point on rating issues.	<ul style="list-style-type: none"> All rating issues that have been raised have been appropriately escalated in a timely manner to the Group Manager Business Support.
5.4	Annual rates set and rating notices are accurate.	<ul style="list-style-type: none"> No revisions of rates notices are required.

6. Procurement

Key Tasks		Key Performance Indicators (KPIs)
6.1	Actively work with the Procurement Officer and the regional Procurement Advisor in the development and continuous improvement of the Procurement Framework to support the effective delivery of the wider procurement function.	<ul style="list-style-type: none"> Input into the Procurement Framework is in accordance with accepted best practice. HDC procurement processes and policies meet sector best practice and are cost effective and efficient.
6.2	Together with the Procurement Officer, lead the development, maintenance and communication of HDC procurement strategies, policies and procedures that reflect Council direction and sector best practice.	<ul style="list-style-type: none"> HDC policies and procedures are adhered to by staff participating in procurement activities.
6.3	Provide training on procurement activity to relevant staff where required.	<ul style="list-style-type: none"> Procurement policies, procedures, reports and other activities are communicated to and understood by relevant staff.
6.4	Assist with ensuring that procurement documentation including tenders and contracts follow HDC protocols.	<ul style="list-style-type: none"> Council procurement, tendering and contract and documentation are compliant with legislation and HDC policy.
6.5	Generate regular procurement reports for the Executive Leadership Team (ELT) to assist in identifying <ul style="list-style-type: none"> Non-compliance issues Opportunities for Council wide procurement initiatives 	<ul style="list-style-type: none"> Reports are accurate and received as scheduled and as required. Reports provide a greater awareness of procurement activity and a platform for procurement improvement and compliance.
6.6	Procedure improvement	<ul style="list-style-type: none"> Procedures are updated regularly, and as required, and are accurate and easy to follow
6.7	Maintain contracts register.	<ul style="list-style-type: none"> Contract register is maintained and audited.
6.8	Participate in sector forums, discussion with suppliers and end users to identify changes and developments which could be implemented by HDC.	<ul style="list-style-type: none"> Actively participates in external networks including Co-Lab and joint procurement groups to represent HDC where required. Good relationships are maintained with staff, suppliers and other stakeholders.

7. Risk Management and Insurance

Key Tasks		Key Performance Indicators (KPIs)
7.1	Identify and mitigate strategic risk that might prevent HDC achieving its objectives by managing the HDC Risk Management Policy and framework.	<ul style="list-style-type: none"> The Risk Management Policy and framework is fit for purpose and current at all times.
7.2	Embed risk management and compliance frameworks and strategies within HDC's culture, practices, activities and plans and ensure ongoing effectiveness.	<ul style="list-style-type: none"> Organisational risk management policies and procedures are adhered to by staff.



7.3	In conjunction with the ELT, develop and implement an insurance strategy.	<ul style="list-style-type: none"> HDC's insurance strategy is fit for purpose and current at all times.
7.4	Provide advice on HDC's insurance strategy and insurance matters, and manage the insurance claims process.	<ul style="list-style-type: none"> HDC insurance procedures are communicated to and adhered to by staff.
7.5	Facilitate internal audit and other business improvement reviews to assist in managing HDC's risk.	<ul style="list-style-type: none"> Internal audits are managed and recommendations for improvement implemented.

8. Team Performance and Leadership

	Key Tasks	Key Performance Indicators (KPIs)
8.1	Supervise the day to day running of the Finance Team	<ul style="list-style-type: none"> The jobholder manages staff with a professional approach to enable them to contribute in a visible way individually and collectively to the organisations success. Council personnel policies are observed.
8.2	Provide guidance and coaching in a positive manner to ensure that team objectives are met. Set a leadership example of high personal energy and effectiveness.	<ul style="list-style-type: none"> Team is performing as a unit, contributing to effective and efficient corporate services in obtaining organisational goals and values.
8.3	Ensure that the work of all team members is coordinated and efficient.	<ul style="list-style-type: none"> Evidence of efficient work processes is observed
8.4	Ensure all human resources under the Finance Managers control have the opportunity to meet their own and the Council's objectives.	<ul style="list-style-type: none"> Staff are empowered to carry out their duties. Effective communication is maintained.
8.5	Ensure that staff achieve acceptable levels of performance.	<ul style="list-style-type: none"> All positions are filled by suitably qualified and competent staff. Performance is regularly reviewed and, when necessary, corrective action is taken. PPD (Personal Performance and Development) reviews are conducted within organisational timeframes. Recruitment, training and development is effective
8.6	Foster ideas from staff which will assist in meeting current and future demands by the ongoing review of performance and maintenance of a lateral thinking approach to Council's initiatives.	<ul style="list-style-type: none"> Team contributes to Council's effectiveness.

9 Customer Focus

	Key Tasks	Key Performance Indicators (KPIs)
9.1	Foster an environment, and provide the systems and resources, in which a customer focus permeates all business activities, internal and external.	<ul style="list-style-type: none"> HDC's customer service goals are communicated and reinforced. The Finance Team's FAQs are regularly reviewed.
9.2	Ensure that the reputation of HDC is enhanced through a sound relationship with Council's auditors and other professional advisors.	<ul style="list-style-type: none"> There is regular contact/monitoring of Customer Contact Performance. The job-holder has regard to appropriate nature of any cultural aspects of the work undertaken.



10. Professional Accountability and Development

Key Tasks	Key Performance Indicators (KPIs)
10.1 Actively supports and models the Hauraki Way – values and required behaviours of the role (internally and externally).	<ul style="list-style-type: none"> Champions the Hauraki Way in all professional interactions, and seeks approval and/or when unsure seeks feedback in an appropriate manner.
10.2 Takes personal responsibility for discussing own performance and professional development with direct manager.	<ul style="list-style-type: none"> Takes an active role in own PPD / MeTime and raises any concerns in a constructive manner that does not undermine good faith.
10.3 Demonstrates commitment to up-skilling and further developing specialist knowledge and best practice initiatives.	<ul style="list-style-type: none"> Takes an active approach in familiarising themselves with the relevant plans, procedures, policies, processes and statutory requirements that can or may relate to their role and to the wider Council.
10.4 Identifies opportunities for improvement and as necessary works across the organisation to implement the necessary changes.	<ul style="list-style-type: none"> Contributes to and/or champions an improvement initiative through to completion.

11. Other Duties

Key Tasks	Key Performance Indicators (KPIs)
11.1 Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> Other duties are completed as are reasonably required.
11.2 Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.
11.3 Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given by the Council. Co-operate with any reasonable policy or procedure.
11.4 Provide organisational support as required, such as in respect of Civil Defence activities.	<ul style="list-style-type: none"> Employee participates in Civil Defence activities and events as required and as directed.
11.5 Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet.	<ul style="list-style-type: none"> Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. All applicable policies and procedures are adhered to.
11.6 Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.



Person specification details

1. Expertise

Qualifications:	Full NZ Drivers' Licence Tertiary Degree in Accounting or Related Discipline Full CA membership with New Zealand Institute of Chartered Accountants (or equivalent) – Minimum 5 years.
Experience:	Prior experience in senior management finance role. Proven experience providing financial and management advice to clients/stakeholders.

2. Skills

Analytical Thinking	Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instils commitment. Responds to correspondence, voice mail and e-mail promptly.
Decision making / Problem solving	Is able to analyse and solve complex problems, form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion.
Interpersonal Relations	Interacts effectively with superiors, peers and subordinates in order to advance the work of the Council. Interactions are based on respect and an appreciation for people with varying backgrounds and viewpoints. Handles complex/contentious issues with balance and fairness, and considers the long term impacts.
Leadership	Effectively plans, organises, leads and controls to achieve effective group outcomes. Staff are motivated and encouraged to achieve through mentoring, coaching, appraisal and development programmes.
Professional / Technical Expertise	Demonstrates a high level of expertise in all phases of the job and forms opinions and conclusions which are technically sound and well founded.

3. Knowledge

Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as required. <ul style="list-style-type: none"> • Microsoft Office (e-mail, calendar etc) Intermediate • Microsoft Excel (intermediate) • Microsoft Word (intermediate) • Authority • Magiq Performance
Legislation – Local Government Rating Act	Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the Local Government Rating Act.



Legislation – Local Government Act	Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the Local Government Act
Working Knowledge – Accounting Principles	Has knowledge and practical experience of accounting principles.
Working Knowledge – Local Government	Has a sound knowledge of local government (desirable but not essential).
Working Knowledge – Technical	Understands technical/specialist language and practice not easily or quickly learned on the job. Reads trade or professional journals to maintain currency of knowledge.
Working Knowledge - Procurement	Possesses the knowledge and experience to drive the organisation forward with legally compliant and financially prudent procurement strategies and processes.
Working Knowledge - Insurance	Demonstrates knowledge of relevant information to manage insurance provisions and processes.

