



## Position Description – Senior Finance Analyst

This position reports to: **Head of Financial Control**

**Career Level:** 20

### Position purpose:

As a member of the Finance Team, the Senior Finance Analyst will be responsible and accountable for providing financial advice, information and support to the Finance Team and the wider Council in relation to all aspects of Development Contribution policy compliance, as well as internal Finance policies, procedures and Finance internal control framework.

### The key areas of responsibility include:

- **Development contributions**
  - Implement the Council's development contribution policy consistently and accurately.
  - Assess development applications to determine whether a development contribution is payable and ensure the appropriate assessment criteria are applied.
  - Undertake development contribution estimates and communicate them to developers in a timely manner to enable them to make informed decisions on development feasibility.
  - Accurate development contribution reports are provided monthly or as required.
  - Accurate operational and legislative records are maintained.
  - Be responsive to technical issues raised by customers in relation to the subdivision process and land title issues in a timely and efficient manner.
  - Provide expert advice on development contribution related issues to staff across the resource consent and infrastructure and assets teams, committees, applicants (and their agents).
  - Highlight risk areas in relation to the subdivision process and Council policies procedures and standards.
  - Ensure legal advice is sought when appropriate in relation to the development contributions process where this may assist in minimising the risk to Council.
- **Internal controls – Finance and risk management**
  - Maintain and timely update the Finance related internal policies.
  - Monitor and identify internal control risks within the Finance to ensure the framework is robust and fit for purpose.
  - Identify and implement efficiencies in internal controls within Finance.
  - Provide timely and accurate advice to the wider team in relation to the Finance policies and procedures.
  - Potential risk, claim and liability issues are identified as they relate to subdivision.
  - Managing LGOIMA responses that relate to the Finance area.

**Direct reports:** Nil

**Indirect reports:** Nil

### Deliverables

#### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications

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- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

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**Performance**

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
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- Set a positive example for punctuality, attendance and work ethic

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**People & Culture**

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

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**Requirements for all staff**

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.  
Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

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## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Extensive experience (10+ years) in a senior finance role in a large multidisciplinary and complex organisation, preferably in a specialist subject-matter area.</li> <li>• Ability to establish a position as a trusted advisor.</li> <li>• Ability to communicate clearly and appropriately for a range of audiences and adapt style accordingly.</li> <li>• Strong stakeholder management skills.</li> <li>• Experience in change management in a complex environment.</li> <li>• Problem solver and a strong communicator with a can-do attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a local/central government environment.</li> <li>• Experience in maintaining and writing effective internal finance policies and internal control frameworks/ prior experience leading in-house internal audit function.</li> <li>• Project management experience.</li> </ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC)		
Greater Christchurch Partnership		
Non-government agencies		
Unions – Public Service Association		

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## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> <li>Tertiary qualification in accounting or equivalent;</li> <li>Chartered Accountant or equivalent (current registration or working towards).</li> </ul>	

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.