

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our district.

## About our Organisation

### Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

## Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

## Values and Common Purpose



## About our District

### South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



# What this job involves

## Nature and Scope

The Finance Manager is a senior leadership role responsible for leading Council's financial management, planning, treasury, rating, reporting, and financial governance functions. The position ensures the effective stewardship of Council's financial resources, supports long-term financial sustainability, and provides strategic financial advice to the Chief Executive, Executive Leadership Team, elected members, and governance committees.

The role leads the development and delivery of key financial planning and reporting documents, including the Long-Term Plan, Annual Plan, Annual Report, budgets, forecasts, and financial strategies. It is accountable for treasury management, investments, debt, cashflow, financial compliance, and ensuring Council meets all legislative, regulatory, and financial reporting requirements.

As a senior leader, the Finance Manager leads a high-performing finance team, drives continuous improvement, and works collaboratively across the organisation and with external stakeholders, including auditors, financial institutions, government agencies, iwi, and the community. The role requires strong strategic thinking, political acumen, and the ability to influence decision-making through the provision of sound financial leadership and advice.

## Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

# The Position

This is a permanent full-time 40 hour per week position based at the Administration Building in Hawera and will report directly to the Head of Business Enablement.

## Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **20**. The salary range for this position is between **\$135,630pa and \$150,700pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

## Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

## Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

# Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, [www.southtaranaki.com](http://www.southtaranaki.com) under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

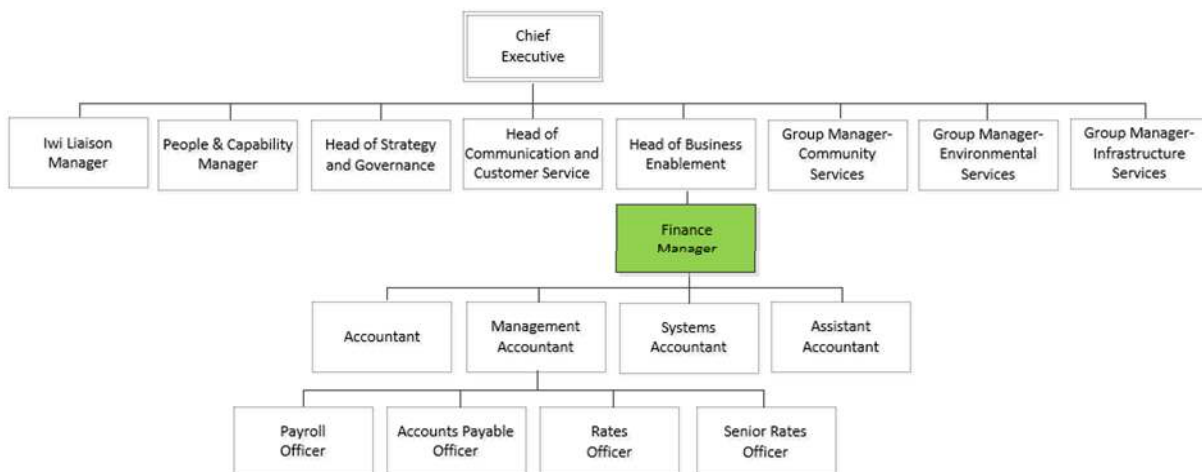
## **PEOPLE & CAPABILITY TEAM**

# Position Description



| Position Details            |                             |                            |                     |
|-----------------------------|-----------------------------|----------------------------|---------------------|
| <b>Title:</b>               | Finance Manager             |                            |                     |
| <b>Unit:</b>                | Finance                     | <b>Group:</b>              | Business Enablement |
| <b>Position Reports to:</b> | Head of Business Enablement |                            |                     |
| <b>Salary Grade:</b>        | 20                          | <b>Staff Management:</b>   | 4                   |
| <b>Position Occupant:</b>   | Vacant                      |                            |                     |
| <b>Date Created:</b>        | 14 April 2010               | <b>Date Last Reviewed:</b> | October 2026        |

| Position Objective                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p>The purpose of this position is to lead Council's financial management, planning, treasury, rating, financial operations and statutory reporting functions, ensuring sound financial governance, legislative compliance and the integrity of Council's financial information.</p> <p>The role provides high-quality strategic and operational financial advice to support informed decision-making by elected members, the Leadership Team and managers. It leads the preparation and delivery of the Long-Term Plan, Annual Plan, Annual Report, budgets, forecasts and financial strategies, and oversees Council's investments, debt, liquidity and cashflow.</p> <p>As the leader of the Finance team, the position builds organisational financial capability, drives continuous improvement and ensures the team provides responsive, accurate and practical support across Council.</p> |



| Important Functional Relationships                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal                                                 | Purpose of Contact                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Council staff                                            | To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roading, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively. |
| Mayor, Councillors and Committees                        | Present clear and accurate financial information, advice, forecasts and statutory reports to support governance decisions.                                                                                                                                                                                                                                                                                                                                            |
| Chief Executive and Executive Leadership Team            | Contribute to organisational strategy, financial planning, resource allocation, risk management and performance. Provide strategic financial advice, analysis and recommendations to support informed decision-making and long-term financial sustainability.                                                                                                                                                                                                         |
| Head of Business Enablement                              | Provide assurance on financial performance, risks, compliance, treasury, planning and Finance team delivery; escalate material issues and support strategic decisions.                                                                                                                                                                                                                                                                                                |
| Finance Team                                             | Provide leadership, set priorities, allocate resources, develop capability and ensure the quality and timeliness of financial services.                                                                                                                                                                                                                                                                                                                               |
| Group managers, unit managers and budget holders         | Support budgeting, forecasting, financial monitoring, business cases, funding decisions and corrective actions.                                                                                                                                                                                                                                                                                                                                                       |
| Legal, policy, procurement and risk functions            | Ensure financial decisions, policies, contracts and processes meet Council's legal, commercial and risk requirements.                                                                                                                                                                                                                                                                                                                                                 |
| External                                                 | Purpose of Contact                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| External Auditors                                        | Coordinate audit processes, resolve issues and ensure timely delivery of reliable supporting information.                                                                                                                                                                                                                                                                                                                                                             |
| Banks, Treasury Advisors and Investment Managers         | Manage Council's borrowing, liquidity, investments, treasury activities, and long-term investment funds.                                                                                                                                                                                                                                                                                                                                                              |
| Government agencies and sector organisations             | Ensure compliance with legislative and regulatory requirements and maintain awareness of sector developments.                                                                                                                                                                                                                                                                                                                                                         |
| Consultants and Professional Advisors                    | Obtain specialist advice and support for financial, treasury, taxation, and strategic projects.                                                                                                                                                                                                                                                                                                                                                                       |
| Iwi, Community Groups, Ratepayers and Other Stakeholders | Support engagement processes and provide financial information relating to Council plans, policies, and decisions.                                                                                                                                                                                                                                                                                                                                                    |

| Position Duties and Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p><b>Strategic Financial Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide strategic financial advice to the Head of Business Enablement, Chief Executive, Leadership Team, elected members and Council committees.</li> <li>• Lead the development, review and implementation of Council's Financial Strategy and key financial policies.</li> <li>• Identify emerging financial risks, pressures and opportunities and recommend appropriate responses.</li> <li>• Support robust business cases, options analysis and long-term financial decision-making.</li> </ul> <p><b>Planning, Budgeting and Performance</b></p> <ul style="list-style-type: none"> <li>• Lead the financial components of the Long-Term Plan, Annual Plan and other statutory planning processes.</li> <li>• Coordinate Council-wide budgeting, forecasting and financial modelling.</li> <li>• Ensure assumptions, funding requirements, capital programmes and financial forecasts are complete, consistent and supportable.</li> <li>• Monitor financial performance and ensure material variances, risks and corrective actions are reported clearly and promptly.</li> </ul> |

- Support managers and budget holders to understand and discharge their financial responsibilities.

#### **Financial and Statutory Reporting**

- Lead the preparation of financial information for the Annual Report, interim reporting and Council performance reports.
- Ensure compliance with applicable legislation, accounting standards, taxation obligations and Council policies.
- Lead the external audit process for financial matters and ensure audit information is accurate, complete and delivered on time.
- Maintain appropriate accounting policies, financial controls, reconciliations and assurance processes.

#### **Treasury and Investment Management**

- Manage Council's debt, investments, liquidity and cashflow in accordance with the Liability Management and Investment Policies.
- Oversee the Long-Term Investment Fund and relationships with investment advisers, fund managers, lenders and banking providers.
- Monitor treasury limits, counterparty exposure, funding maturity, liquidity and investment performance.
- Ensure sufficient funding is available to support Council's operating and capital requirements.
- Provide regular treasury and investment reporting to management and governance bodies.

#### **Rates and Revenue**

- Oversee the integrity and effective operation of Council's rating system and rating database.
- Provide advice on rating policy, revenue and financing arrangements, remissions and related funding matters.
- Ensure rating processes comply with applicable legislation and adopted Council policies.
- Maintain appropriate controls over rates assessment, invoicing, collection and debt recovery processes.

#### **Financial Operations and Systems**

- Oversee accounts payable, payroll-related financial controls, reconciliations, general ledger processes, fixed assets and other core finance operations.
- Ensure the integrity of financial systems, ledgers, subledgers, interfaces and financial data.
- Promote appropriate segregation of duties, delegations, controls and documented procedures.
- Work with relevant teams to improve financial systems, reporting, automation and data quality.

#### **Asset Accounting**

- Ensure asset accounting records are complete, accurate and reconciled with supporting asset information.
- Coordinate the financial aspects of asset valuations, depreciation, capitalisation and asset disposals.
- Work collaboratively with asset managers to maintain alignment between operational asset records and the financial asset register.

#### **People Leadership and Continuous Improvement**

- Lead, support and develop a capable, collaborative and service-focused Finance team.
- Set clear expectations, priorities and accountabilities and actively manage team performance and development.
- Build financial capability across Council.
- Lead continuous improvement in Finance processes, systems, controls and customer service.
- Support organisational change and ensure the Finance function adapts to changing legislative, structural and service-delivery requirements.

### **Generic Duties and Functions**

#### **Staff Management**

- Recruit and support competent staff, empowering them to work confidently and efficiently.
- Actively engage in the Performance Management process.
- Identify and promote relevant training and development opportunities, encouraging staff participation and providing clear context and objectives.
- Maintain effective communication of current activities, priorities, and policies.
- Ensure necessary resources are in place to achieve defined business goals.

**Non-Financial Performance Management**

- Monitor and report on non-financial performance measures, including service levels, community satisfaction, and operational KPIs.
- Ensure delivery of agreed service outcomes in line with Council's strategic objectives and community expectations.
- Contribute to continuous improvement by identifying opportunities to enhance service quality, efficiency, and responsiveness.
- Collaborate with internal teams to ensure alignment between service delivery and organisational goals.

**Health & Safety (Manager/Supervisor)**

- Provide visible leadership in Council's wellbeing, health and safety systems and practices to achieve a safe workplace for staff, contractors and visitors.
- Create a workplace culture that sees Wellbeing, Health and Safety as a critical element of business as usual.
- Proactively manages hazards and risks relative to your team exposures and activities including informing and supporting your team of these risks and their management.

**Information Management**

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

**Civil Defence**

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

**Iwi/Council Partnerships**

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

**Other**

- Other duties as directed, within the skills and capabilities of the employee.

**Attributes and Capabilities****Accountability**

- Takes ownership of outcomes, maintains high standards of integrity and accountability, and ensures responsibilities are delivered effectively

**Analytical Thinking**

- Analyses complex information, identifies key issues, and considers costs, benefits and risks when developing advice and recommendations

**Building Effective Teams**

- Builds collaboration and trust, develops team capability and supports a high-performing team environment

**Communication**

- Communicates clearly and effectively, tailoring complex financial and technical information to suit different audiences

**Customer Service**

- Actively promotes and demonstrates Council's Customer Service Standards.
- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer

**Decision Making Skills**

- Makes timely, well-informed decisions and exercises sound judgement, including in complex or uncertain situations

**Leadership**

- Provides effective leadership, enables others to succeed and contributes positively to the wider organisation.

**Political Acumen**

- Understands the political and organisational environment and demonstrates confidence, sound judgement and professional diplomacy.

**Strategic and lateral thinking**

- Takes a long-term perspective, considers the wider organisational context and contributes to strategies that support Council objectives.

**Technical Expertise**

- Demonstrates a high level of professional financial expertise and provides sound advice and solutions on complex financial matters.

**Managing Change**

- Leads and supports improvements to systems, processes and ways of working, helping others successfully navigate organisational change.

| Knowledge, Experience, Qualifications & Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Essential</b> <ul style="list-style-type: none"> <li>• Chartered Accountant qualification and current membership of Chartered Accountants Australia and New Zealand, or an equivalent recognised professional accounting body.</li> <li>• Bachelor's degree in accounting, finance, commerce or a related discipline.</li> <li>• At least three to five years' relevant financial management experience, including significant experience in a senior finance role.</li> <li>• Proven experience in complex financial planning, budgeting, forecasting and statutory financial reporting.</li> <li>• Strong knowledge of New Zealand local government finance, legislation, accounting standards and taxation requirements.</li> <li>• Strong strategic advisory and communication skills, with the ability to explain complex financial matters to senior leaders, governance and non-financial audiences.</li> </ul> |
| <b>Desirable</b> <ul style="list-style-type: none"> <li>• A valid NZ full or restricted driver's licence.</li> <li>• Experience in New Zealand local government, including LTP, Annual Plan and Annual Report processes.</li> <li>• Understanding of Te Tiriti o Waitangi principles and experience working constructively with iwi and Māori.</li> <li>• Experience leading financial system, ERP, reporting or process improvement initiatives.</li> <li>• Experience managing investment funds or working with external investment managers and advisers.</li> <li>• Knowledge of infrastructure funding, asset management planning and asset accounting.</li> </ul>                                                                                                                                                                                                                                                   |




**Care and Responsibility**

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

**Changes to Position Description**

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the

annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.