

Position Description – Finance Business Partner

This position reports to: Finance Business Partner Lead **Career Level:** 19

Position purpose: As a key member of the Finance Team, the Finance Business Partner plays a strategic role in supporting organisational performance. The role is responsible for providing high-quality financial analysis, strategic advice, and business partnering to enable evidence-based decision making and effective financial management across the organisation.

The key areas of responsibility include:

Strategic Finance Leadership	• Act as the primary finance lead for assigned business units, partnering closely with Heads of Department and Executive Directors. • Provide strategic financial advice that supports organisational priorities, long-term planning, and sustainable financial management. • Bridge finance, business operations, and organisational strategy to ensure alignment and informed decision making. • Provide advanced data-driven insights, scenario analysis, and forecasting to guide strategic and operational decisions. • Identify, assess, and work with the business units to mitigate financial risks to protect organisational sustainability.
Business Partnering and decision support	• Support operational and strategic decisions by translating financial data into clear, actionable insights. • Partner with cost centre managers to strengthen financial capability, drive accountability, and support evidence-based decision-making. -based decision-making. • Provide challenge, guidance, and coaching to leaders to improve performance and strategic outcomes. • Translate complex financial information into meaningful commentary that supports business outcomes. • Oversee financial performance, budgets, and forecasts for assigned business units.
Budgeting, forecasting and performance monitoring	Partnering with the business to lead and provide management accounting services for a range of Council activities, including responsibility for: • Lead the preparation of annual cost centre budgets, collaborating with Heads of Department, HR/Payroll, and relevant stakeholders. • Lead the annual budgeting process for divisions within your portfolio, contributing to the Annual Plan and Long-Term Plan through the provision of strategic direction, financial insights, and high-quality analysis.

	• Monitor performance against budget and forecast, identifying variances, emerging risks, and recommending corrective actions. • Support continuous monitoring of actual performance and enable timely, accurate forecasting.
Management Accounting services and organisational advice	• Prepare high-quality financial reports that meet Council, Executive Leadership Team, and organisational requirements within agreed timeframes. • Provide professional advice to budget holders on financial management, budgeting, and performance matters. • Prepare and process all general ledger accruals, corrections, and journals for your portfolio, recognising that these responsibilities sit fully within the Finance Business Partnering Team. • Prepare ad-hoc management reports for external stakeholders as required. • Contribute to the preparation of the Annual Report and other internal reporting.
Reporting	• Provide accurate financial analysis and reporting to support operational and strategic decision making. -making. • Prepare accurate and timely monthly reports for each business area, Executive Leadership Team, and Council. • Lead the preparation of monthly financial forecasts, trend analysis, variance commentary, and identification of emerging risks. • Communicate financial insights clearly and effectively to non-financial stakeholders.
Financial information, systems and processes	• Work collaboratively with the Digital Team on the maintenance and integrity of the general ledger and coding structure, following established processes for code change requests. • Provide training and guidance to kaimahi on financial processes, directing them to appropriate specialists outside the FBP team for complex PO, APEX, or financial hygiene queries. • Contribute to financial systems and process improvement projects to enhance the quality, efficiency, and accessibility of financial information. • Identify opportunities to streamline reporting, improve financial accuracy, and strengthen internal controls.
General Finance Support	• Complete financial projects to a high standard within agreed timeframes. • Actively evaluate and improve Council financial processes and reporting frameworks. • Be a trusted business partner, influencing decisions and appropriately challenging assumptions. • Undertake additional duties within the broad scope of the role as required.

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 • Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work
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 • Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment • Set a positive example for punctuality, attendance and work ethic
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)
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.
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.

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
• 7+ years work experience working in a large corporate organisation managing multiple stakeholders. • A proven work record demonstrating the ability to carry out duties with minimal supervision to a high standard. • High level management accounting knowledge • High level financial analysis and modelling skills • Advanced spread sheeting skills • Professional working knowledge in Microsoft based platforms, including MS Word, Excel and Outlook • Confidentiality • Strong interpersonal and relationship building skills • Advanced communication skills – written and verbal (agility required) • High computer literacy • Exceptional attention to detail and accuracy • High level of integrity, accountability, and attention to detail • Ability to work as a team • Demonstrate Conflict resolution skills • Analytical and enquiry skills - able to translate financial data into clear, actionable insights	• Experience working in a local government environment • Familiarity with Council procedures/protocol

Key relationships

External	Internal	Committees/groups
Council customers and Selwyn residents	Finance Business Partner Lead	Committees of Council
Te Taumutu Rūnanga	Head of Financial Operations	Business organisations and networks
Te Ngāi Tūāhuriri Rūnanga	Financial Controller	Special interest groups and committees
External contractors	Chief Financial Officer	
Territorial and Regional Authorities	Chief Executive	
Government Agencies (incl MfE, MBIE, WorkSafe NZ, Ministry of Justice, ACC)	Executive Leadership Team	
Non-government agencies	Council Heads of Department, Leads and other staff	
Public Service Association (Union)	Mayor	
	Elected Councillors	
	Elected Community Board Members	

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
• Relevant Bachelor's Degree and professional accounting qualification equivalent experience • Chartered Accountant or equivalent	• Higher qualification or evidence of continuous development

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.