

## Your Position

<b>Your job</b>	<b>Finance Business Partner Pātui Pakihi Pūtea</b>
<b>Your group</b>	Corporate Services
<b>Your team</b>	Finance
<b>Your manager</b>	Finance Manager - Business Partners, Samantha Costello
<b>Your base</b>	Council premises within Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Corporate Services' purpose is to:

- provide advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- provide advice and management on procurement, the negotiation of commercial arrangements, Council's property portfolio, and the delivery of programmes and projects
- provide information and technology advice and services
- drive the improvement in customer services and the customer experience, ensuring that each customer interaction lives up to Porirua City values / identity
- provide other internal administrative services.

## Your purpose

The purpose of the Finance Business Partner role is to:

- provide trusted, insightful and comprehensive financial advice and support to General Managers and their leadership teams
- provide analysis and options to inform business decisions; and financial and administrative assistance to ensure Council's financial and project information systems operate to provide the greatest value.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Government, public organisations and business</li><li>• Relevant professional organisations</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<p data-bbox="550 309 880 338"><u>Strategy, analysis, planning</u></p> <ul data-bbox="550 349 1382 730" style="list-style-type: none"> <li>• Provide technical and strategic advice to budget managers in the review of their performance, annual plan, budget, and projects</li> <li>• Assess the financial viability of investment decisions (through business ceases), articulate financial risks and opportunities, and support post- investment appraisal of business initiatives</li> <li>• Participate in strategy development and planning with business managers</li> <li>• Recognise, assess, and proactively monitor and manage financial risks and issues and communicate these to managers</li> <li>• Develop a well-rounded understanding of all financial needs and requirements of budget managers and their teams</li> </ul> <p data-bbox="550 768 963 797"><u>Financial &amp; management reporting</u></p> <ul data-bbox="550 808 1430 1570" style="list-style-type: none"> <li>• Overall responsibility for finalising monthly financial operating and capital performance results and ensuring integrity of the information</li> <li>• Prepare the monthly financial report for ELT and quarterly report for Council</li> <li>• Prepare or review monthly cost centre financial reports including variance and trend analysis, commentary, key performance metrics, insights and other non-financial information</li> <li>• Analyse all monthly reporting to provide strategic insight and advice, including core financial and non-financial information to influence the financial decision-making process and empower managers to make decisions</li> <li>• Lead discussions on budgeting, planning and forecasting including underlying assumptions, identifying risk and opportunities and delivery of agreed outcomes</li> <li>• Utilise the budgeting and forecasting tools/modules to undertake meaningful analysis including communication, co-ordination and delivery</li> <li>• Ensure the provision of core financial information is accurate, timely and efficient, leveraging the standardised reporting templates</li> <li>• Assist with the preparation of the Council's Annual Plan or Long-Term Plans</li> <li>• Contribute to the preparation of Annual Report financials</li> </ul> <p data-bbox="550 1608 751 1637"><u>Finance Support</u></p> <ul data-bbox="550 1648 1422 2051" style="list-style-type: none"> <li>• Primary contact for the business managers and their cost centres for all finance queries and comprehensive accounting support</li> <li>• Provide financial advice and education to the organisation, as well as working with budget managers and their teams to identify and manage financial issues and risks</li> <li>• Optimise processes and practices to drive value and increase efficiency</li> <li>• Identify improvements to current processes and systems and implement appropriate solutions</li> <li>• Provide the lead on training and advice to the business managers to ensure they comply with Council's financial policies, legislative requirements and best practice</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure processes are documented and are mandated by Council policies and procedures</li> </ul> <p><u>Systems</u></p> <ul style="list-style-type: none"> <li>• Be the Datascope and IBIS (finance and reporting system) champion</li> <li>• Seek continuous improvements in processes, functionality and outputs</li> </ul> <p>Lead the implementation of new reporting systems, Assetic (asset management system)</p>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain positive and successful working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• CAANZ Chartered Accountant</li> <li>• NZBus Diploma Accounting or equivalent degree</li> <li>• Experience in management reporting within large, complex and diverse organisations</li> <li>• Strong analytical, strategic and planning skills as well as being commercially savvy</li> <li>• Excellent ability to analyse data and sound problem solving skills</li> <li>• Ability to assimilate new knowledge quickly</li> <li>• Ability to overview and consider principles alongside being pragmatic</li> <li>• Excellent organisational skills along with the ability to establish priorities and meet deadlines whilst preserving the highest levels of accuracy and confidentiality</li> <li>• A proven team player with demonstrated ability to build and foster effective working relationships with stakeholders</li> <li>• Excellent written and verbal communication and presentation skills and ability to articulate complex messages clearly, simply and concisely</li> <li>• Proactively develops and maintains positive and successful working relationships</li> <li>• Ability to work as part of a team and unsupervised in a methodical and logical manner</li> <li>• Highly competent computer skills and proficient user in the suite of Microsoft Office products.</li> <li>• Highest standards of conduct and probity</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
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It'd be great if you also have:

- Knowledge and experience working with ERP solutions (Datascap)
- Experience managing and leading a team
- Experience leading successful change initiatives

Last updated November 2024



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata, Centre for Workplace Inclusion.