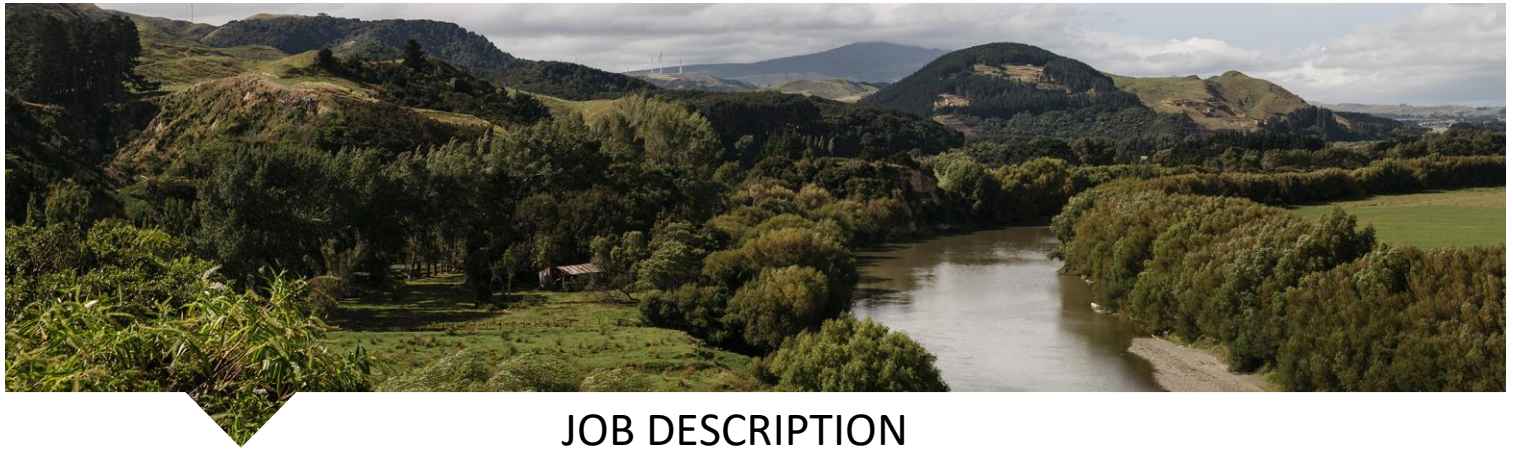
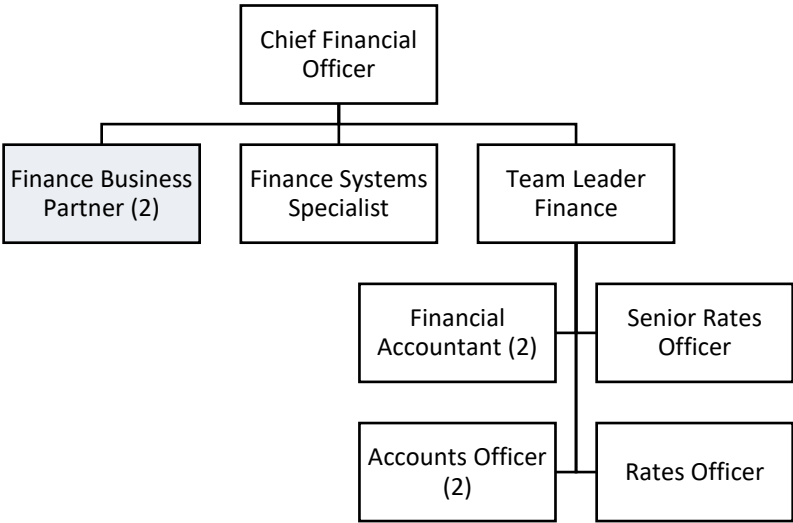




JOB DESCRIPTION

Job Title:	Finance Business Partner Hoa Kaipākihi Tahua
Grade:	16
Work Unit:	Finance
Responsible to:	Chief Financial Officer
Position purpose:	Provide strategic financial and non-financial information and analysis to respective groups to support the achievement of business aims and objectives, to drive performance improvement and to improve decision making. Contribute to the leadership and management of assigned groups and teams by providing financial advice and identifying opportunities and insights that improve business decisions and outcomes. Ensure relevant stakeholders are effectively supported with their finance and risk management needs. Provide back up and support to the Finance team.
Salary:	\$103,681 (85%) - \$121,973 (100%)
Date:	September 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
- Other Local Authorities - Audit New Zealand - Contractors	- Chief Executive - Appropriate operational client Group(s) - Other Horizons Regional Council staff - Finance team

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Financial Management, Advice and Support	
- To provide financial and management analysis to help support strategic decision-making including offering recommendations and advice. - Monitor and compare actual results against budget. Analyse variances, report and interpret variances to management. - Proactively assist groups with advice during the planning and implementation of existing and new projects. - Participate and contribute to a high performing and empowered finance team. - Provide innovative solutions and advice to support the wider financial maturity within the organisation.	- The groups are assisted with successful financial management ensuring issues and risks are identified and highlighted. - Solutions and ideas are sound and provide value to the customer and their needs in a timely manner and as needed.
Partnerships	
Develop and maintain strategic networks internally and externally by fostering collaboration across the organisation.	Formal and informal feedback from respective groups.
Budgeting and Forecasting	
Actively assist budget managers with the preparation and management of budgets and forecasts.	- Annual and Long-term plan are produced in a timely manner with a high level of engagement with budget managers. - Monthly budgets and forecasts are up to date and accurate.
Finance Team Support	
- Work effectively, collaborate and communicate with other members of the finance team to ensure the finance team is integrated, co-ordinated, and meets the organisation needs. - Work closely with the Financial Accounting Team Leader, including providing back up support as needed to ensure the team provides seamless services. - Assist in reviewing existing accounting processes and updating best practices to achieve efficiency.	The finance team meets required deadlines and commitments.

Corporate Contribution	
▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements, e.g. timesheets, vouchers, reporting.	▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

QUALIFICATIONS

Essential

- Appropriate tertiary qualification.
- At least five years' relevant experience in a similar role.

Desirable:

- Full member of the Chartered Accountants Australia New Zealand – CA or ACA (or equivalent)

Knowledge/Experience

- Proven experience in financial and management reporting.
- Proven project management/implementation skills.
- Proven analytical skills/ability.
- Ability to communicate financial information to non-financial users.
- Experienced in the collection, collation, retrieval, and reporting to and from financial information systems.

KEY JOB COMPETENCIES

Expert Knowledge

- Analysis and financial reporting

Advanced Knowledge

- Project accounting
- Microsoft Excel

Working Knowledge

- Local authority accounting and reporting requirements
- Relevant computer software
- Customer service skills
- Time and project management

Awareness

- Council policies and guidelines
- Health and Safety requirements

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Excellent customer relationship management skills.
- Excellent communication skills (written and verbal).
- Team approach, committed to achieving common goals.
- Proactive, looking for opportunities to continuously improve.
- Reliable and dedicated to achieving results.
- Ensures work is completed effectively, within agreed timeframes.
- A high level of interpersonal skills.
- A current driver's licence.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents, and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Approved: _____ (Manager) Date: __/__/__

Read and Understood: _____ (Incumbent) Date: __/__/__