



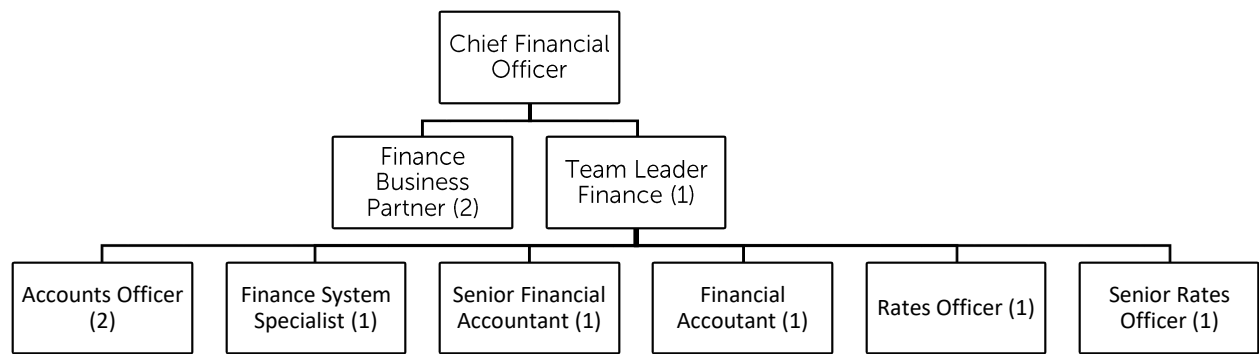
JOB DESCRIPTION

Job Title: Team Leader – Finance | Kaiārahi Ohu Kaute
Grade: 17
Work Unit: Finance
Responsible to: Chief Financial Officer
Responsible for: 7 direct reports
Position purpose:

- To support the Chief Financial Officer in achieving the strategic objectives of Horizons Regional Council.
- To lead and manage the finance transactional team, ensuring delivery of key financial services across Horizons.
- Responsible for the day-to-day management of the finance functions of accounts payable, accounts receivable, rates and general accounting functions.
- Continual review of systems and process and providing innovative solutions for improvement.

Salary: \$102,189 (85%) – \$120,222 (100%)
Date: September 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Quotable Value NZ ▪ Banks and Financial Institutes ▪ Other Local Authorities ▪ Audit New Zealand ▪ Inland Revenue Department ▪ Statistics NZ ▪ Local Government Funding Agency (LGFA) ▪ Datacom 	<ul style="list-style-type: none"> ▪ Chief Financial Officer ▪ Other Horizons Regional Council staff ▪ Finance team

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Leadership/Team Management	
<ul style="list-style-type: none"> ▪ Providing leadership and direction to the finance team (Accounts Officers, Rates team, Financial Accountants, and Finance System Specialist), ensuring alignment with the CFO's strategic vision for financial systems and operations. ▪ Supporting governance of finance-related systems and processes (including Datascape), working closely with the Finance System Specialist to roadmap, prioritise, and operationalise system enhancements. ▪ Assigning, coordinating, and reviewing team workflows to ensure accuracy, efficiency, and timely delivery of outputs. ▪ Lead workforce planning including resource forecasting, recruitment support, and succession planning to ensure capability is matched to future operational needs. ▪ Participating in and driving the performance management and development process, ensuring clear objectives, regular feedback, and appropriate training or remedial action as needed. ▪ Promoting a culture of continuous improvement, customer focus, and organisational values, encouraging proactive review of processes and identification of improvements. 	<ul style="list-style-type: none"> ▪ Staff understand their roles, objectives, and connection to the wider finance strategy. ▪ Processing and reporting obligations are consistently delivered on time and to quality standards. ▪ System improvements are implemented in collaboration with the Finance System Specialist and embedded successfully into team operations. ▪ Resource capacity and capability are proactively managed, with vacancies addressed promptly and minimal disruption to delivery. ▪ Staff development plans are agreed, monitored, and progressed, with wellbeing actively supported. ▪ Team behaviours consistently reflect organisational values and customer service expectations.
Finance Policy and Compliance	
<ul style="list-style-type: none"> ▪ Assist the CFO in developing and updating finance-related organisational policies, ensuring they incorporate operational requirements, risk considerations, and remain current. 	<ul style="list-style-type: none"> ▪ Finance related policies are up-to-date, reflect current operational requirements and risks, and have been effectively recommended to the CFO for approval and implementation.

Financial Management and Reporting	
<ul style="list-style-type: none"> Managing the Council's financial and accounting operations, including the preparation of the Annual Report, in accordance with professional standards and Council policies. Leading and being accountable for the financial team to ensure delivery of all financial services. Overseeing external audit engagements for the Annual Report, Long-Term Plan, and other related entities (e.g. CCOs), including planning, coordination, and resolution of audit matters. Participating in and contributing to a high-performing and empowered finance team. 	<ul style="list-style-type: none"> The Chief Financial Officer is kept informed of key developments, risks, and emerging issues. Financial systems and processes meet agreed requirements and audit expectations. All statutory reporting and disclosure requirements are met in a timely manner. Reporting is accurate, comprehensive, and provided within required timeframes. Audit engagements are well-coordinated, with minimal rework, timely clearance of issues, and constructive working relationships with Audit.
Tax Obligations	
<ul style="list-style-type: none"> Overseeing all aspects of the Council's tax obligations, including GST, FBT, PAYE, and withholding taxes. Providing oversight of correspondence with Inland Revenue (IRD) on rulings, audits, and queries, ensuring timely and accurate responses. Overseeing tax research to determine appropriate positions, identify risks, and escalate to specialists where required. 	<ul style="list-style-type: none"> Achieve 100% compliance. Nil penalties (avoidable).
Manage the Council's Rating Process	
<ul style="list-style-type: none"> Overseeing the rates system to ensure accuracy and timely completion of the annual rates strike. Ensuring effective development, validation, and integrity checks of annual rates modelling. Managing coordination with internal and external stakeholders for data preparation. Overseeing integration between rates modelling tools and the Finance & Rating module in Datascape (ERP). Accountable for the accurate issuance of rate assessments and invoices in line with Council policy and direction. 	<ul style="list-style-type: none"> The annual rates strike is completed accurately and on time. Rating processes comply with legislative requirements. Audit reviews are completed without material findings. Rate assessments and invoices are issued accurately to all ratepayers within statutory timeframes.
Management of Rating Debt Recovery and Administration	
<ul style="list-style-type: none"> Overseeing the collection and administration of rating debt, including monitoring balances and initiating recovery processes in line with policy. Ensuring accurate debtor data is provided to external debt collection partners to support effective recovery. Overseeing the issuing of penalty notices and the application of penalties by delegated staff, ensuring these are applied consistently and lawfully. Ensuring rating debt recovery practices balance revenue protection with consistent treatment of ratepayers in accordance with policy, including hardship considerations where appropriate. 	<ul style="list-style-type: none"> Rating debt levels are controlled within agreed thresholds and material trends are reported promptly. Penalties and recovery actions are applied consistently, correctly, and on schedule. Data provided to debt collection partners is accurate and acted on effectively. Internal processes are followed without compliance breaches or undue ratepayer complaints.

Manage Budgeting and Planning	
<ul style="list-style-type: none"> Provide oversight and support to ensure relevant information is available for developing budgeting assumptions for the Long-Term and Annual Plans. 	<ul style="list-style-type: none"> Relevant information is provided to support accurate budgeting assumptions, enabling the Long-Term and Annual Plans to be delivered on time and accurately.
Manage Treasury and Commercial Activities	
<ul style="list-style-type: none"> Oversee that all Councils' investments are managed in accordance with Council's policies Provide sound financial advice to appropriate boards where necessary Oversee the modelling of business opportunities and scenarios as requested Responsible for ensuring accurate cashflow forecasting to inform treasury and investment decisions. 	<ul style="list-style-type: none"> Minimum cash thresholds are maintained to meet operating requirements. Loans are repaid in line with agreed timeframes. Clear advice is provided to CCO Board's Adequate level of cash is maintained for operational use, while return on investments are maximised and financing costs are minimised.
Health and Safety Management	
<ul style="list-style-type: none"> Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. Promote and support the safe and early return to work of injured employees. Ensure hazard management plan review is undertaken annually for your team. Ensure all hazards are identified and steps are taken to mitigate them. Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> All staff are trained in appropriate safe practices, procedures and emergency preparedness. All accidents involving staff or contractors are reported and investigated in a timely manner. Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. Hazard management processes are reviewed annually and implemented and monitored for your team. All staff and contractors are aware of all hazards relating to their relevant work practices and areas. All staff are provided with, and trained in, the use of appropriate PPE.
Corporate Contribution	
<ul style="list-style-type: none"> 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. Fulfil administration-reporting requirements, eg. timesheets, vouchers, reporting. 	<ul style="list-style-type: none"> 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 two 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.
- Experienced in the collection, collation, retrieval and reporting to and from financial information systems.
- Experience in supervising staff

KEY JOB COMPETENCIES

Expert Knowledge

- Analysis and financial reporting
- Ability to plan, organise and work effectively under pressure

Advanced Knowledge

- Project accounting
- Training processes

Working Knowledge

- Local authority accounting and reporting requirements
- Relevant computer software
- Systems administration
- 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.
- Ability to guide and support other staff
- 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.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



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.

Kia Mau Ki Te Tokanga Nui a Noho

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

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