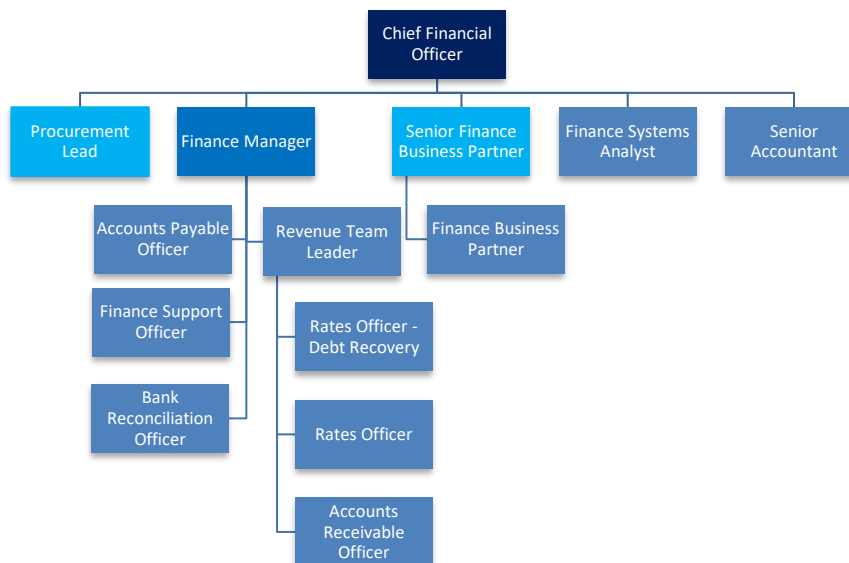


Position Description: Senior Finance Business Partner

Business Group	Finance Group
Reports To	Chief Financial Officer
Direct Reports	One
Date	November 2024
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Finance Group (“Group”) is responsible for the delivery of financial services, strategy and advice across the Timaru District Council (“Council”). The function is positioned to play a key role in Council strategic planning and decision making by taking responsibility for the provision of high level financial advice and analysis.

The Group will ensure financial and audit compliance and minimise risk in all areas of Council. It critiques the commercial performance of Council and drives strategic commercial decisions for maximum value and minimal risk as appropriate. A key objective of the function is to work collaboratively across the Council to determine priorities and develop integrated solutions that are best for the Timaru District as a whole.

Position Purpose

The Senior Finance Business Partner position leads the Finance Business Partnering function of TDC. The main purpose of this position is to provide Business Units with financial planning, budgeting, performance monitoring and analysis that contribute to a successful and financially sustainable business partnering services, along with insightful analysis and support.

The Senior Finance Business Partner is a key leadership role in finance that will go beyond the numbers to ensure the team delivers high quality, robust financial advice and insight into the performance of TDC to enable TDC to achieve strategic objectives.

The Senior Finance Business Partner will provide first line leadership to the team, communicating company goals, safety practices, and priorities. They will foster high quality and effective service that is responsive to community and Council needs with a focus on continuous improvement.

Key Relationships / Customers

External	Internal
Auditors	Finance Group
Contractors / Consultants	Tier 1, 2 and 3 Managers
Other local and regional authorities	Other Timaru District Council employees
Outside agencies including Government departments	Senior Leadership Team
Professional organisations	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Business Partnering

1. Provide financial leadership, working across the Financial Services Unit to improve business processes, systems and overall financial services in relation to the Business Partnering function.
2. Work effectively with the CFO to gain commitment, support and obtain input into strategy and financial planning processes.
3. Work effectively with Budget holders to ensure an integrated and aligned approach to planning across the TDC financial planning processes.
4. Lead and ensure that information and advice supplied by the Business Partnering team contributes to high quality, value-added services that are accurate, verified and timely for immediate decisions and future strategic decisions.
5. Lead compliance with the relevant legislation, accounting standards and guidelines in the delivery of its plans, forecasts and partnering advice to the business.
6. Manage and lead the regular capitalization of Work In Progress.
7. Build and maintain highly effective relationships and lines of communication with Finance Business Partner's and TDC Budget managers.

Financial Planning & Analysis

1. Lead the continuing development and preparation of forecasts, budgets (Annual Plans and LTP) and associated policies and processes including, monthly and quarterly reporting.
2. Lead the overall financial reporting & analysis function for TDC along with the business partnering team deliverables.
3. Lead and provide variance analysis, information gathering, and implementation of recommendations as requested for various financial accounts including monthly accounts and projects.
4. Lead the response of providing timely information for Audit queries and resolutions required both internally and externally.
5. Coordinate and assist with the preparation and development of monthly financial reports for Council and associated organisations, including Journals, allocation processing and one-off reports to management.
6. Lead the Business Partnering team to act as a module champion for the budgeting systems, ensuring there are appropriate access to training and guidelines.

7. Prioritise and lead business improvement initiatives in relation to the Business Partnering function in consultation with CFO, Business Unit Managers and TDC wide stakeholders.
8. Champion and build commitment for improvements to financial processes, policies and systems.

Team Leadership

1. Champion continuous improvement of staff capability within the Business Partnering Team.
2. Provide leadership and direction to the Business Partnering Team in managing and maintaining effective planning and performance monitoring processes, policies, and tools.
3. Build capability within the team by ensuring the implementation of development plans, promoting a continuous learning environment, providing learning opportunities and through effective coaching and mentoring of individual team members.
4. Champion the finance vision and translate the vision into a clearly understandable and executable work programme and approach for the team.
5. Ensure financial capability of the wider organisation continues to grow through ongoing training, education and development.
6. Ensure annual performance objectives and training plans for each staff member is established and appropriate counsel, follow up and recording of what has been agreed/completed is undertaken.
7. Manage daily operations to ensure safety and customer satisfaction.
8. Promote team work, inter-department co-operation and knowledge sharing.
9. Give and receive constructive feedback.
10. Effectively utilises technical skill capacity and knowledge of team members.
11. Works with team to develop technical solutions to new or highly complex problems.

Other Duties

1. Engage actively in setting own goals and objectives.
2. Assist with other duties as reasonably required by the CFO.

3. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
4. Contribute actively to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
5. Actively involved in Civil Defence Emergency Management when required.
6. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and expected behaviors.
7. Demonstrate a commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	CA Member of the Institute of Chartered Accountants of New Zealand or equivalent.
Desired Qualification	CA Member of the Institute of Chartered Accountants of New Zealand or equivalent.
Minimum Experience	<p>Minimum of 5 years' experience in a senior level Business Partnering role or similar.</p> <p>Experience in leading non-financial outcomes and key performance indicators for strategy delivery.</p> <p>Experience in streamlining financial budgeting and forecasting processes.</p>
Desired Experience	<p>More than 5 years' experience in a senior level Business Partnering role or similar.</p> <p>An in-depth understanding of financial planning and performance monitoring processes in local government.</p> <p>Proven experience in implementing rolling forecasts and complex financial models.</p>

Key Competencies / Skills / Knowledge

- Ability to lead and develop team to fully utilise skill and technical capacity, to achieve individual, unit and organisational goals.
- Sound working knowledge of unit function/s with the ability to support process improvement.
- Excellent computer skills in the Microsoft Windows environment, knowledge of Excel is a must.
- Ability to give and receive constructive feedback.
- The ability to work under pressure and with little supervision to meet deadlines, set priorities and meet the requirements of management.
- Ability to explain and present complex information to a wide variety of audiences in a clear and understandable way.
- The ability to lead and motivate finance professionals to deliver quality financial services in a dynamic, high performance and evolving environment.
- Demonstrated commitment to continuous learning and training opportunities.
- Strong interpersonal skills with the ability to communicate effectively and confidently with a wide range of people within a large organisation and externally and develop relationships.
- Excellent prioritisation skills to spend time on critical tasks and ability to escalate or eliminate roadblocks as they arise in order to create focus for self and team to deliver tasks with a high level of accuracy and professionalism.
- Focused on action delivering what they say they're going to do.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Chief Financial Officer

Senior Finance Business Partner

Date

Date