

Your Position

Your job	Finance Business Partner Pātui Pakihi Pūtea
Your group	Corporate Services
Your team	Finance
Your manager	Finance Manager - Business Partners, Samantha Costello
Your base	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">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Relevant professional organisations• Other local authorities• Contractors, consultants and suppliers
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<p><u>Strategy, analysis, planning</u></p> <ul style="list-style-type: none"> • Provide technical and strategic advice to budget managers in the review of their performance, annual plan, budget, and projects • Assess the financial viability of investment decisions (through business ceases), articulate financial risks and opportunities, and support post- investment appraisal of business initiatives • Participate in strategy development and planning with business managers • Recognise, assess, and proactively monitor and manage financial risks and issues and communicate these to managers • Develop a well-rounded understanding of all financial needs and requirements of budget managers and their teams <p><u>Financial & management reporting</u></p> <ul style="list-style-type: none"> • Overall responsibility for finalising monthly financial operating and capital performance results and ensuring integrity of the information • Prepare the monthly financial report for ELT and quarterly report for Council • Prepare or review monthly cost centre financial reports including variance and trend analysis, commentary, key performance metrics, insights and other non-financial information • 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 • Lead discussions on budgeting, planning and forecasting including underlying assumptions, identifying risk and opportunities and delivery of agreed outcomes • Utilise the budgeting and forecasting tools/modules to undertake meaningful analysis including communication, co-ordination and delivery • Ensure the provision of core financial information is accurate, timely and efficient, leveraging the standardised reporting templates • Assist with the preparation of the Council's Annual Plan or Long-Term Plans • Contribute to the preparation of Annual Report financials <p><u>Finance Support</u></p> <ul style="list-style-type: none"> • Primary contact for the business managers and their cost centres for all finance queries and comprehensive accounting support • 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 • Optimise processes and practices to drive value and increase efficiency • Identify improvements to current processes and systems and implement appropriate solutions • 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

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

Your skills, experience and qualifications

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

- Knowledge and experience working with ERP solutions (Datascape)
- 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 Diversity Works.