

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>Strategy, analysis, planning</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>Financial & management reporting</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>Finance Support</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 Datascape 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.