

POSITION DESCRIPTION

Position: Finance Business Partner

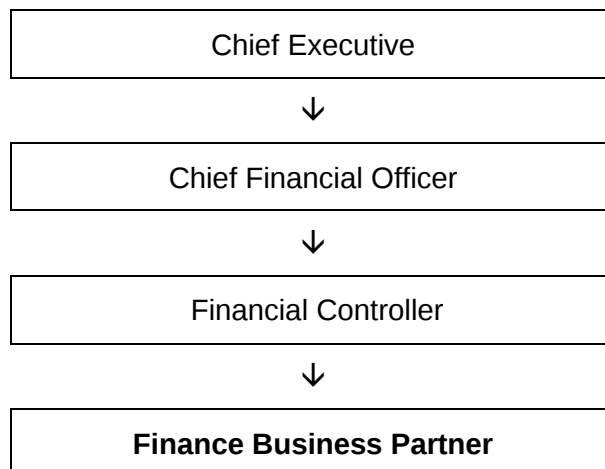
Team: Finance

Group: Finance and Procurement

Responsible To: Financial Controller

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Finance & Procurement Group.

The purpose of this position is to support and influence strategic decision-making by:

Finance Business Partnering

- **Strategic Alignment:** Act as a trusted advisor to Senior leaders and budget managers, ensuring council initiatives and operations align with strategic objectives and community outcomes.
- **Financial and Performance Support:** Provide analysis, insights, and advice to improve financial management, budgeting, and performance monitoring across departments.
- **Relationship Management:** Build strong, collaborative relationships with internal stakeholders to optimise service delivery.
- **Capability Building:** Coach and mentor managers to strengthen decision-making and financial literacy

Business Process Improvement

- To enhance the efficiency, effectiveness, and quality of council services through supporting and leading system change and upgrades.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Finance Business Partnering

- Drive strategic alignment as a trusted advisor to guide and influence senior leaders, ensuring financial strategies and resource allocation directly support council priorities and community outcomes.
- Shape the future of the organisation and enable performance excellence by presenting clear, actionable insights and forward-looking analysis to optimise financial performance and inform strategic decisions.
- Work within business units to build and sustain high-value partnerships across the organisation to enable collaborative, evidence-based decision-making.
- Develop organisational capability and lead initiatives that enhance financial literacy and strategic thinking among managers, fostering a culture of accountability and performance.
- Lead the development and delivery of the Long-Term Plan (LTP), within assigned portfolios ensuring financial sustainability and alignment with strategic objectives.
- Own the budgeting and forecasting process for assigned portfolios, driving accuracy and strategic prioritisation.
- Provide proactive, high-impact advice on performance measures, annual planning, and resource allocation.
- Champion capability-building through targeted coaching and workshops that strengthen financial leadership and decision-making.

Business Process Improvement

- Transform systems and processes by leading and/or influencing cross-functional projects that deliver streamlined, future-ready financial systems and processes.
- Embed continuous improvement by driving a culture of innovation and efficiency, ensuring processes support strategic agility and service excellence.
- Deliver system upgrades and process improvements that reduce complexity and enhance data integrity.
- Standardise financial practices across departments to improve consistency and compliance.
- Facilitate training and engagement to ensure successful implementation of new tools and workflows.

Important Functional Relationships

External

Ratepayers
External Auditors
Internal Auditors
FMIS Software provider
Professional Advisors

Internal

Finance Team members
Councillors
HDC Operational Groups
Project Teams
Panel Members

Committees/Groups

Councillors
Performance & Monitoring
Committee
Risk and Audit
Subcommittee

Person Specification

Qualifications

- Tertiary qualification in accounting
- Membership of CAANZ (or equivalent) desirable

Knowledge/Experience

- Minimum 7 years relevant work experience.
- Significant experience in management reporting within large, complex, and diverse organisations
- Strong experience in driving outcomes and managing diverse stakeholder interests.
- Strong strategic financial management experience
- Strong analytical, strategic, and planning skills
- Ability to establish and maintain positive and successful working relationships.
- Proven ability to collaborate and contribute at senior leadership team level.
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Key Personal Competencies

- Strategic Thinking – Ability to see the big picture, align actions with long-term goals, and anticipate future challenges.
- Analytical Skills – Strong capability to interpret data, identify trends, and provide actionable insights.
- Problem-Solving – Skilled at diagnosing issues and developing practical, innovative solutions.
- Communication – Clear and persuasive verbal and written communication tailored to diverse audiences.
- Relationship Building – Ability to establish trust and collaborate effectively across teams and with
- Continuous Improvement Mindset – Proactively seeks opportunities to enhance processes and outcomes.

Personal Attributes

- Integrity – Acts ethically and upholds council values in all decisions and actions.
- Professionalism – Maintains a high standard of conduct and reliability.
- Proactive – Takes initiative to identify opportunities and solve problems before they escalate.
- Detail-Oriented – Pays attention to accuracy and compliance while managing complex tasks.
- Accountable – Owns responsibilities and delivers on commitments.
- Positive Attitude – Approaches challenges constructively and fosters a supportive environment.
- Cultural Awareness – Respects and values diversity, including Māori perspectives and Te Tiriti o Waitangi obligations.