



# POSITION DESCRIPTION

**Position:** CHIEF FINANCIAL OFFICER

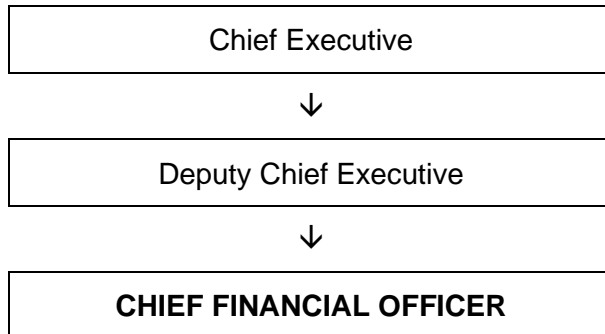
**Team:** Finance

**Group:** Corporate

**Responsible To:** Deputy Chief Executive

**Responsible For:** Financial Controller

**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 Maori. 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 Corporate Group. The Group includes Finance, IMBT, Procurement, Records, Civic Building Custodial, Legal and Strategic Risk.**

**The purpose of this position is to provide strong financial management support, planning and advice to the Council, Chief Executive and the Leadership Team. The purpose of this position is to contribute to high performing leadership of the organisation aimed at delivering Council's goals and strategy by:**

- Leading the development of Council's financial strategy and the provision of high quality financial planning and advice to the Council
- Ensuring the provision of high quality and robust financial management systems and financial monitoring and reporting for Council
- Ensuring that all legal, audit and public entity probity standards are met with respect to the financial management of Council
- Providing evaluation and monitoring of Council's work programme and specific project and programme proposals to assess their cost effectiveness and efficiency with respect to Council strategy and goals and their affordability in terms of Council's financial strategy
- Leading the policy development and implementation for specialist financial work areas such rates, development contributions and treasury
- Providing strong people leadership and management within the Finance Group and across the organisation
- Driving integration and collaboration as Council's standard approach to delivering its work programme, and driving collaboration and partnership with other entities

## 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:**

- All accounting and financial management systems and services
- Financial strategy and advice
- Long Term Plan financial analysis and development (in conjunction with the others)
- Strategic financial analysis and economic analysis
- Programme and project financial evaluation and review
- Rates Policy and implementation
- Treasury Policy and management, including maintenance of appropriate credit ratings
- Insurance Policy and implementation
- Accounts payable and receivable
- Entity performance monitoring (financial performance and efficiency)
- Development contributions administration
- Internal Audit
- Performance Monitoring and Measurement (financial)

**Important Functional Relationships**

External

Ratepayers  
 Auditors  
 Credit Rating Agency  
 LGFA  
 Treasury Advisors  
 Insurance Advisors  
 CAANZ  
 Taituara  
 Other professional advisors

Internal

Chief Executive  
 Group Managers  
 Key staff in Council's  
 operational groups.  
 Mayor & Councillors.  
 Democratic Support Staff  
 Finance staff

Committees/Groups

Council  
 Performance and Monitoring  
 Committee  
 Risk and Assurance  
 Committee

# Person Specification

## Qualifications

- Accounting qualification with CAANZ membership is required.

## Knowledge/Experience

- Substantial knowledge and experience in financial management and accounting in or for large organisations.
- Experience in or a strong understanding of financial management in the public sector context is likely to be of great use.

## Key Leadership Competencies

- Energy - Consistently maintaining high levels of activity or productivity; operating with vigour, effectiveness, and determination over extended periods of time.
- Tenacity - Staying with a position or plan of action until the desired objective is obtained or is no longer reasonably attainable.
- Contributing to Team Success - Actively participating as a member of a team to move the team toward the completion of goals.
- Building Trust - Interacting with others in a way that gives them confidence in one's intentions and those of the organisation.
- Collaboration - Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- Driving for Results - Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goal attainment; tenaciously working to meet or exceed those goals while deriving satisfaction from the process of goal achievement and continuous improvement.
- Executive Disposition - Conveying an image that is consistent with the organisation's values; demonstrating the qualities, traits, and demeanour (including intelligence, competence, or special talents) that command leadership respect.

## Key Job Competencies

- Excellence in people management and leadership, and in performance management is essential.
- Strong financial analysis and interpretation skills are essential.
- An understanding of the economic impacts of public spending in the communities is preferred.
- The ability to align financial strategy with desired community outcomes and strategies for achieving them.
- The ability to critique the quality, effectiveness and efficiency of spending proposals in terms of Council goals and community affordability.
- A strong understanding of the impact of broader economic conditions on communities and councils, and a knowledge of credit markets and treasury management.

## Personal Attributes

- Personal resilience
- A passion for excellent performance and customer service
- A strong public service ethic
- A good sense of humour
- Honesty and integrity
- A strong reluctance to accept second best
- The ability and willingness to work collaboratively with others

