

## POSITION DESCRIPTION

**Position:** Finance Analyst

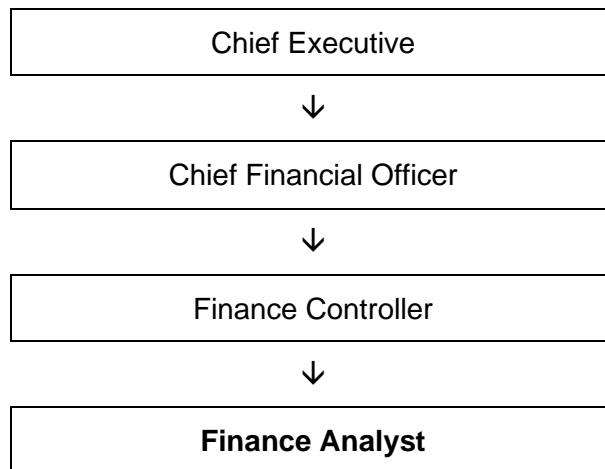
**Team:** Finance

**Group:** Finance & 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 Office of the Chief Executive Group. This Group includes Finance, Procurement and Corporate Services.**

**The purpose of this position is to provide robust financial insights, implications and actionable items to assist the Financial Controller. This is achieved through:**

- Financial Modelling
- Analysis of data
- Financial/Management Accounting
- Finance System maintenance.

## **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:**

### **Financial Modelling**

- Contribute to the development and maintenance of robust financial models, forecasts and KPIs to support strategic initiatives.
- Conduct financial analysis, including variance analysis, trend analysis, and scenario modelling, to support improved outcomes.
- Providing financial planning support and advice as required.

### **Analysis of data**

- Deliver high-quality analysis and insights derived from both financial and non-financial data.
- Linking of Financial and non-financial data both historic and future
- Use analytics to improve budgeting, forecasting, and long-term planning processes.
- KPI reporting development.
- Collaborate cross-functionally with various departments to gather data.
- Understand business drivers and provide financial insights to support budget holders to enable effective decision-making.
- Enable leaders within the business to leverage insights to identify opportunities for improvement and make decisions to enhance business performance.

### **Financial/Management Accounting**

- Contribute to reporting and compliance
- Provide such other financial support, advice or projects engagement as required
- Providing advice & assistance to operational groups including co-ordination of their budgets where required
- Assisting with business plans and financial analysis of projects and ensuring alignment with wider Council plans

### **Finance System maintenance**

- Support with Finance system upgrades and implementations change management in conjunction with IT.
- Acting as key finance resource optimising the use and efficiency of ERP and other systems.
- Support as required any Financial Systems implementations / upgrades

## **Important Functional Relationships**

### External

Ratepayers External Auditors  
Internal Auditors  
FMIS Software provider  
Professional Advisors

### Internal

Finance Team members  
Councillors  
HDC Operational Groups  
Project Teams

### Committees/Groups

Risk and Audit  
Subcommittee

## **Person Specification**

### **Qualifications**

- Accounting qualification needed along with membership of CAANZ or equivalent.

### **Knowledge/Experience**

- Minimum 5 years' relevant finance or accounting experience

- Experience in business intelligence systems, data visualisation, and their application together with database systems/queries, report writing, SQL databases.
- Exposure to the use of AI
- Proven experience in financial advisory, analysis, modelling & reporting
- Advanced Excel skills
- Exposure to a project environment, project accounting or analyst experience is essential to this role.
- Experience and confidence using ERP systems

### **Key Personal Competencies**

- Have strong analytical abilities.
- Ability to gather, analyse and evaluate facts.
- Able to prepare and present concise oral and written reports.
- Must be able to cope with pressure and deadlines effectively.
- Should have a strong customer service focus and a problem-solving outlook.
- Must have advanced skills in the use of spreadsheets (Microsoft Excel) and be familiar with the Microsoft office suite of software products i.e. Word, Outlook
- Demonstrate accuracy in work tasks.
- Have detailed knowledge of financial systems, business processes.
- Ability to identify weaknesses and provide effective solutions.

### **Personal Attributes**

- Problem solver - a lateral thinker,
- Able to handle conflicting commitments and deliver accordingly and resolve issues.
- Should be even-tempered.
- Have a good sense of humour.
- Have lots of enthusiasm and a mature positive outlook.