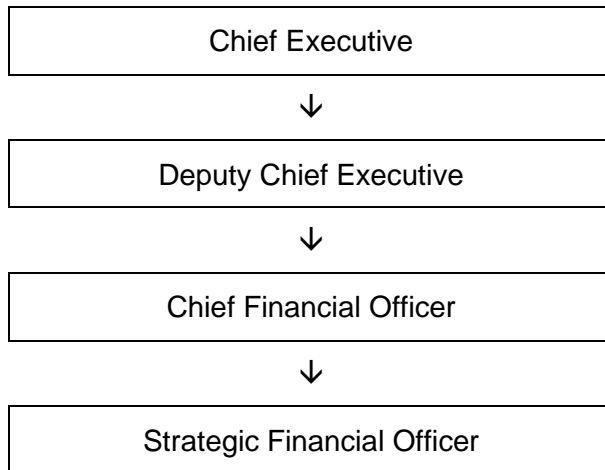




POSITION DESCRIPTION

Position: Strategic Financial Advisor
Team: Finance
Group: Corporate
Responsible To: Chief Financial Officer

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 Corporate Group. The Group includes Finance, Risk, Procurement, Information Management & Business Transformation (IMBT), and Legal.

The purpose of this position is to provide a high level strategic analysis capability within the organisation to enable activity areas, projects, proposals and programmes to be analysed with regard to Council's operating environment, strategic framework and financial strategy; Lead, in conjunction with the Chief Financial Officer, the development and operation of a financial model to forecast the impact of new projects and other changes from Council's long term plan on Council's financial position and key financial ratios; Lead, in conjunction with the Chief Financial Officer, cost effectiveness and efficiency reviews across the organisation and associated entities as directed by the Chief Executive; Lead and participate in cross-Council teams in monitoring entity and project/programme performance and providing advice to the Chief Executive by:

- Business advice and analysis
- Project analysis
- Policy analysis and non-financial reporting
- Financial modelling
- Research and analysis

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:

Business Advice and Analysis

- Analyse and report on areas of Council activity and make recommendations for efficiency and effectiveness and improvements.
- Provide advice and assistance to Operational Managers and other professionals within the Council.
- Monitor key areas of Council operations and ensure they are managed effectively and budgets are achieved.

Project Analysis

- Analysis of project proposals to assess their financial implications and the impact on the Council's objectives in relation to sustainability.
- Support for project management and monitoring financial performance of major project initiatives.
- Leading delivery of projects as required.

Policy analysis and non-financial reporting

- Monitoring of external organisations controlled by or required to report to the Council on performance.
- Drafting and review of the Council's financial policies.

Financial Modelling

- Model the impacts of changes to Council's long-term plan such as the annual budget and major new projects on Council's overall financial position, including key ratios for the next 10 years.

Research and analysis

- The preparation of ad hoc research and analysis as requested by the Chief Executive, Deputy Chief Executive or Chief Financial Officer.
- Support the development and implementation of Council's treasury policy, ensuring cost effective approaches are taken to maintaining liquidity and interest rate risk management.

Important Functional Relationships

External

External Entities funded or Owned by Council:

- Trusts
- Companies

Ratepayers

Professional Advisors

Internal

Hastings District Council

Chief Executive

Group Managers

Operational Groups

Strategy & Development

Group

Financial Controller

Project Teams

Finance Team members

Councillors

Committees/Groups

Council

Performance & Monitoring

Strategy & Recovery

Risk and Assurance

Person Specification

Qualifications

- Accounting or similar degree level qualification in business.

Knowledge/Experience

- Must have broad experience in a management/business role requiring significant financial and analytical skills.
- Be able to demonstrate experience in internal and external reporting with a focus on the identification of issues and recommending solutions.
- Should be able to demonstrate experience in liaising with senior management on financial and other issues.

Key Personal Competencies

- Must have strong analytical abilities and be able to understand broader non-financial concepts and apply them alongside financial considerations across a range of activities.
- Have detailed knowledge of financial systems, business processes and be able to identify weaknesses and provide effective solutions.
- Must be able to explain complex financial issues in a simple, clear and concise manner.
- Must be skilled in the preparation of written reports that show a range of issues researched or analysed with clear recommendations for action.
- 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.
- Must be able to cope with pressure and deadlines effectively.
- Should have a strong customer service focus and a problem-solving outlook.
- Be able to understand the needs and expectations of Council and individuals.
- Demonstrate accuracy in work tasks.
- Must be able to demonstrate effective written and oral communication.

Personal Attributes

- Self motivated individual who requires minimal guidance and supervision.
- Results oriented and work well under pressure.
- Have a good sense of humour.
- Be approachable and fair.
- Good listener.
- Have lots of enthusiasm and a mature positive outlook.