



## Finance Team Leader

### Part one: Job Description

<b>Job title:</b>	Finance Team Leader	<b>Location:</b>	Carterton
<b>Status:</b>	Permanent	<b>Effective:</b>	January 2022
<b>Team:</b>	Corporate Services		

**Responsible to:** Corporate Services Manager

### 1. Role of the Corporate Services Team:

Corporate Services comprises the support services to elected members and Council staff, including democratic services, rates, IT, finance, planning and reporting, official and privacy information management, and administrative services. It also provides front line customer services to ratepayers, residents and the wider Carterton community.

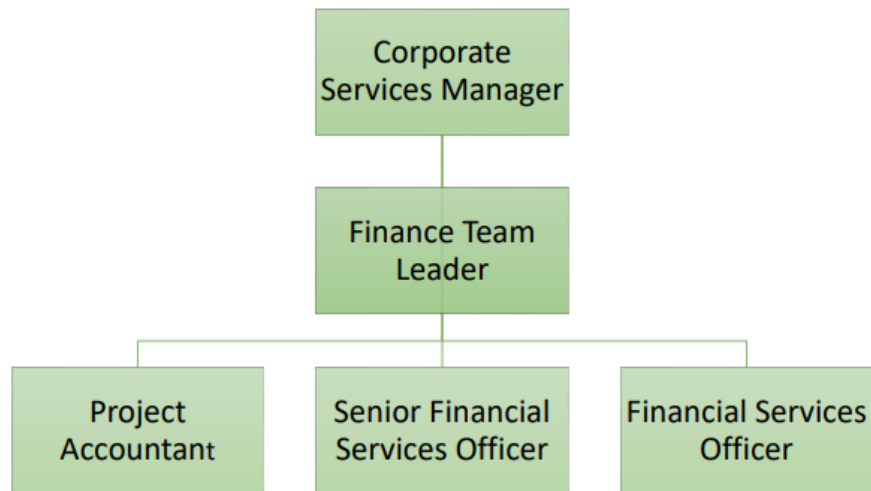
### 2. Purpose of the Role

The purpose of the role is to ensure the effective delivery of Council's finance activities through innovative leadership of the Finance Team, provision of specialist financial and accounting advice and expertise, and undertaking finance and accounting based projects to support Council's operations and services.

### 3. Responsibilities

- To provide innovative leadership and management of the Finance Team ensuring efficient and effective delivery of Council's financial activities;
- To manage the Annual Report, Annual Plan and Long-Term Plan financial processes across Council;
- To provide leadership and expertise that ensures accounting services systems, processes and functions meet the needs of the organisation;
- Support the Corporate Services Manager including relieving in the role as required.

#### 4. Organisational Context



#### 5. Working relationships/reporting lines

The Finance Team Leader reports to the Corporate Services Manager. The role has 2-3 direct reports.

Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

External relationships	Internal relationships
<ul style="list-style-type: none"> <li>• Ratepayers and community groups</li> <li>• MagiQ (NCS)</li> <li>• Audit NZ</li> <li>• LGFA and banks</li> <li>• Other Wairarapa councils</li> <li>• Central Government Agencies</li> <li>• Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor and councillors including their committees and advisory groups</li> <li>• Chief Executive</li> <li>• Executive Leadership Team and other Managers</li> <li>• Corporate Services team</li> <li>• Other CDC staff</li> </ul>

#### 6. Key Result Areas

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead the Finance Team including oversight and review of day-to-day work delivery, and management of team members' performance.</li> <li>• Take ownership of the role in the wider leadership of the Council and contribute and deliver for the collective success of the CDC team.</li> <li>• Drive continuous improvement and be committed to identifying, prioritising and delivering on value-adding outcomes for the Council and our community.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Lead the formation of both long- and short-term budgets and financial plans for the Finance team.</li> <li>• Take ownership of reviewing monthly department financial results for relevant finance team cost centres, and work to understand and explain variances.</li> <li>• Prepare and present financial reports to Audit and Risk Committee and Council.</li> <li>• Relieve in the Corporate Services Manager's role including contribution as a Executive Leadership Team member, leadership of the Corporate Services Team, and development of strategy, policy and process as required.</li> </ul>
<b>Financial management</b>	<ul style="list-style-type: none"> <li>• Provide leadership and expertise to ensure accounting services systems, processes and functions meets the needs of the organisation and are designed with the user/customer as a focus (includes: banking, fixed assets, financial reserves funding, tax management, statutory returns).</li> <li>• Ensure business unit budgets and the calculations of rates are in accordance with Council decisions.</li> <li>• Lead and ensure the interim and annual audits are managed efficiently.</li> <li>• Oversee financial targets and budgets including reporting to Council;</li> <li>• Monitor the development and delivery of financial projects including the improvement of non-financial reporting.</li> </ul>
<b>Financial reporting and planning</b>	<ul style="list-style-type: none"> <li>• Provide strategic thought leadership and expertise to innovate and continuously improve the financial reporting process to management, ELT and Council.</li> <li>• Lead the provision of the financial elements of Council's annual plan and long-term plans ensuring quality assurance and legislative compliance.</li> <li>• Lead the Annual Report (financial) process to ensure the Annual Report is prepared and published within statutory timeframes, with a clear audit opinion obtained.</li> <li>• Ensure there is a robust process so that audit management report actions are cleared promptly.</li> <li>• Lead the design and delivery of budget and financial reporting education for users in a customer focused way.</li> </ul>
<b>Health, Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Actively participate in Health Safety and Wellbeing (HS&amp;W) activities at CDC.</li> <li>• Demonstrate your understanding of HS&amp;W related policies and procedures.</li> <li>• Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015).</li> <li>• Actively raise awareness to others about HS&amp;W in the workplace.</li> <li>• Actively participate in safety reporting and hazard management.</li> <li>• Demonstrate HS&amp;W practices to colleagues.</li> </ul>

<p><b>Council Contribution</b></p>	<ul style="list-style-type: none"> <li>• Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.</li> <li>• Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders.</li> <li>• Act as an ambassador for Council and its services.</li> <li>• Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori.</li> <li>• Act within professional guidelines and Council policies at all times.</li> <li>• Participate in Council's emergency preparation and response as practicable, including working with the Emergency Operations Centre as the Public Information Manager, when directed.</li> <li>• Actively participate in and contribute to performance improvement and development.</li> <li>• Participate and contribute to management support initiatives.</li> <li>• Additional tasks, duties or responsibilities as directed by the Corporate Services Manager.</li> </ul>
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## Part two: Person Specification

### 1. Qualifications, skills and experience

#### Essential

- A tertiary accounting qualification
- At least 5 years previous experience working in an accounting/finance role
- Proven ability to lead a team
- Demonstrated oral and written communication skills
- Excellent judgement and decision making
- Attention to detail
- Ability to work methodically and efficiently on competing projects to meet deadlines
- Ability to work professionally in a political environment.

#### Desirable

- Membership to a professional accounting body (such as a Chartered Accountant through CAANZ)
- Strong knowledge/experience in local government.

## **2. Personal attributes and behavioural competencies**

### **WORKING CO-OPERATIVELY**

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

### **ANALYSIS (PROBLEM IDENTIFICATION)**

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

### **JUDGEMENT (PROBLEM SOLUTION)**

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

### **LEADERSHIP (INFLUENCE)**

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

### **ORGANISATIONAL AWARENESS**

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

### **CLIENT SERVICE ORIENTATION**

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

### **EXTRA-ORGANISATIONAL AWARENESS**

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.

### **WORK STANDARDS**

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

### **PLANNING AND ORGANISING**

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

**PROJECT PLANNING**

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

**INTEGRITY**

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

**COMMUNICATION**

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.