

POSITION TITLE:	Finance Lead		
GROUP:	Corporate	GROUP:	Finance
REPORTS TO:	Finance Manager		
RESPONSIBLE FOR:	Accounts Payable Officer(s), Accounts Receivable Officer, Finance Assistant		
FAMILY:	TC3	FAMILY:	14
DATE REVIEWED:	August 2023	JOB NUMBER	

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The Finance Lead provides professional direction and leadership for the Accounts Payable Officer(s), Accounts Receivable Officer, and Finance Admin to ensure the Finance team has the capability and capacity to deliver levels of customer service required. Your specific role of Finance Lead will require professional input relating to your skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development.

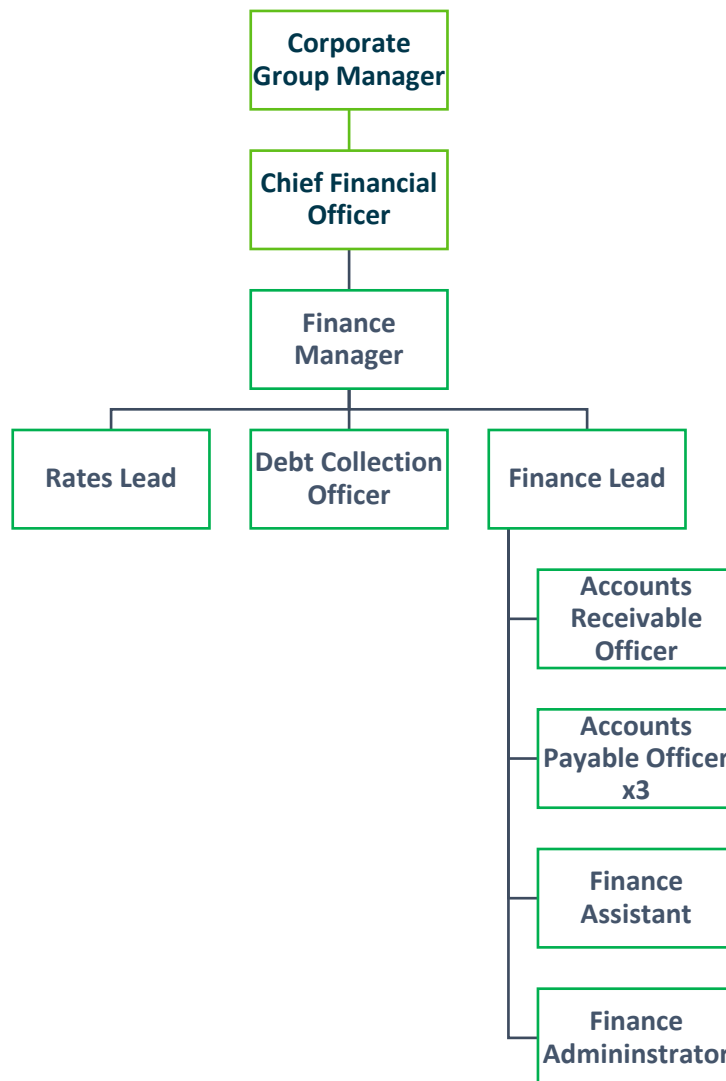
GROUP AND TEAM GOALS:

The Finance team is responsible for the financial functions of Council. This includes preparation of annual reports, budgets, annual and long-term planning, rates, debtors and creditors services, payroll, insurance, investments, and the internal job costing aspects of Council's operations.

The Finance team is responsible for:

- Timely preparation of annual reports and budgets.
- Provision of significant and timely input into annual plan and long-term plan preparation and development.
- An effective, appropriate, and efficient rates section.
- Provision of accurate financial information as required.
- Presenting various financial reports to Council as and when required.
- Delivering an effective and efficient debtors and creditor's service.
- Providing an effective and efficient payroll service.
- Oversees Council's insurance and investment requirements.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

Financial Information, Systems and Reporting:

- Provide ad-hoc and project-based assistance in implementing financial systems and reporting tools.
- Assist the management accounting team in responding to audit-related queries including the provision of supporting documentation.
- Develop, design, and implement workflows to ensure Council's transactional financial systems and reporting capabilities are compliant with relevant statutes and laws.

Staff Management:

- Provide leadership for, and management of, direct reports including Accounts Payable, Accounts Receivable and Finance officer including performance management and development while ensuring compliance with Council policies and audit requirements.
- Provide role support during periods of leave for the following roles: Accounts Payable, Accounts Receivables, Banking, and further develop cross functional knowledge within the team.
- Develop in-house cross-functional expertise within the transactional team in support of our business continuity plans ensuring built-in redundancies and failsafe processes.
- Lead and manage downstream impacts from all change management functions impacting the transactional finance team, including upskilling and automation.
- Approval of AR/AP credit notes, Rates Refunds, and team leave.

General Ledger / Bookkeeping:

- Prepare and review general ledger reconciliations for Accounts Payable and Accounts Receivable.
- Continuously evaluate reviews of invoicing for the Consent and Compliance Sections for better efficiencies.
- Complete quality assurance reviews of the vendor change log entries and communicate variances to internal partners.
- Set monthly intra-business invoicing to business units and subsidiaries.

Banking and Expense Management

- Manage and lead all transactional cash management functions, including operational expenses.
- Monitor, query and manage all petty cash transactions (less than \$5,000) ensuring compliance with Council's policies.
- Bank Administration duties
Provide monthly or ad-hoc reporting of all banking functions, including expense management functions (e.g., FlexiCard transactions).

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Team members

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant technical qualification in finance, accounting, commerce, economics or similar
- Minimum of three years' experience in a business or local authority accounting environment
- Experience in local government would be desirable
- A sound knowledge of best practice and an ability to communicate financial information in a transparent and understandable manner.
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Able to work effectively as a part of a small, specialised team.
- Able to relate to a wide range of people.
- Highly developed verbal communication skills.
- A highly motivated self-starter.
- Committed to continuous improvement.
- Sound judgement and initiative.
- Ability to create harmony in a team.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name