

POSITION TITLE:	Senior Business Partner		
GROUP:	Corporate Services	SECTION:	Finance
REPORTS TO:	Chief Financial Officer		
RESPONSIBLE FOR:	2x Finance Business Partners, Rates Lead,		
FAMILY:	OM3	GRADE:	20
DATE REVIEWED:	July 2026		

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:

- **Manaakitanga:** Living behaviours of care and respect
- **Kothahitanga:** Living behaviours of collective drive and unity
- **Ngākau Pono:** Living behaviours of commitment, integrity, and accountability
- **Whanaungatanga:** Living behaviours of relationships and connection
- **Māramatanga:** Living behaviours of clarity and understanding

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kouniga 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 role of the Senior Business Partner is to manage the effective provision of financial advice, support and monitoring across the organisation. It will provide visible leadership across the management accounting, rates and business partnering functions, setting clear expectations, building team capability, and ensuring a consistent, proactive and trusted finance service is delivered to the organisation. The role will work with Group Managers and budget holders across Council to assist Groups in meeting their objectives. It is also responsible for the transactional processes of these areas.

Your specific role of Senior Business Partner will ensure that the management reporting, budgeting and rates setting functions of Council are effective, accurate and appropriate while ensuring delivery of information on a timely basis to ensure that the finance team achieves its objectives. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

GROUP AND TEAM GOALS:

The Finance team is strongly focused on positive customer service both internally and externally, and staff are expected to have a positive 'can do' attitude when dealing with customers and assisting other Council staff.

The Finance team is responsible for the financial functions of Council. This includes:

- The provision of advice, reporting and support to Councillors and Executive Managers.
- Supporting the organisation with the preparation and development of the Annual Plan, Long-Term Plan (LTP) and underlying management budgets.
- The effective and efficient collection of all Council Revenues, including rates, based on approved Council policies and legislation.
- Timely and accurate payment of staff and suppliers.
- Delivering effective and efficient debtors, creditor's, payroll and cash management services.
- Statutory Reporting (Annual Report and other reports required under legislation).
- Supporting the wider organisation through an approach that makes Finance a trusted business partner.
- Efficient and accurate processing of data and provision of financial information as required.
- Development and implementation of various financial strategies and policies, including any internal job costing aspects of Council's operations.
- Management of insurance and Treasury, including debt, Council's holding company and managed funds portfolio.

JOB SPECIFIC ACCOUNTABILITES

Finance Business Partnering and Management Accounting

- Lead the Finance Business Partnering function, including input from other senior finance staff.
- Partner with Group Managers and other budget holders, providing advice, support and monitoring across the organisation.
- Develop and deliver training to budget holders in financial literacy principals.
- Provide accurate and timely financial management reporting at both a Group and Council level. Maintain the appropriate reporting hierarchies.
- Manage the monthly overhead allocation process.
- Prepare and review monthly management reports and analysis of key trends.
- Analyse financial information, provide financial support to Group Managers and ELT in preparation of internal and external reporting requirements.
- Lead the financial and accounting aspects for the Long Term Plan and Annual Plan reporting processes and ensure financial data integrity of the budget model.
- Maintain the annual operating budget for management reporting.
- Provide support to the Senior Group Accountant with the preparation of various working papers or balance sheet reconciliations for annual audit and the Annual Report.
- Regularly provide budgeting, forecasting, financial reporting, variance analyses, and internal consultative services to internal stakeholders / clients.
- Ensure that all management accounting deliverables meet statutory and legislative requirements with transparent reporting to the CFO.
- Support the CFO in ensuring all aspects of financial management is effective, monitored and accurately reported across Council.
- Act as an in-house subject matter expert providing management accounting, forecasting, variance analysis and other financial insights to internal partners.

- Ensure accurate and auditable processes are deployed for functions and areas within the sphere of responsibility.
- Provide support and back up to the other accountants as and when required.
- Develop and maintain effective client and business relationships.

Transactional Processing:

- Ensure that the financial transactional processing of rates are carried out in line with agreed key performance indicators.
- Regularly review processes and lead the implementation of changes to improve efficiency and accuracy.
- Ensure we are in compliance with relevant legislation and policies relating to rates.

Rating and Funding Policies and Support:

- Oversight and direction for the rates function, supporting the Rates Lead to ensure rating processes are accurate, compliant, well documented, and delivered in line with Council's policy, legislative and service expectations.
- Responsibility and ownership of the Revenue and Financing Policy, including advocating for and leading in changes to rating and funding policies and practises.
- Responsibility and ownership of the modelling and annual calculation of HBRC rates including Funding Impact Statement and sample rates for Long Term and Annual Plans.
- Design, develop and present reports and council papers to councillors as required relating to Council policy.
- Ensure knowledge and best practice principals and standards are maintained as the Council's subject matter expert.
- As part of the long term plan delivery team, deliver a framework for reviewing the revenue and financing policy and all of Council's revenue related legislative and policy requirements.
- Develop and maintain key Council and legislative policies along with the the ability to educate, communicate and present to Councillors and internal HBRC budget holders for the following:
 - Revenue and Financing Policy
 - Rating policies
- Deliver complex rating models and associated documentation for internal and external stakeholders, including Council presentations and meetings.

Partnership, Accountability and Relationship Management

- Develop and foster collegial, collaborative and highly motivational relationships with key internal stakeholders embedding a continuous improvement culture of performance.
- Develop proactive, collaborative relationships with key external stakeholders including auditors, advisors and other agencies.
- Ability to effectively and efficiently manage a seasonally varied workload despite high levels of ambiguity and uncertainty while demonstrating maturity under pressure.
- Create a positive and engaging work environment for all internal and external partners and stakeholders demonstrating professional courtesy.
- Support and on-board management accountants which may involve cross-training in all accounting areas (including Financial, Management, Tax and Asset accounting).
- Embody the ethos of delivering a well-defined value proposition for all stakeholders with a customer solutions focus.
- Readily accept accountability and responsibility while continually evaluating opportunities to propose innovative solutions.

Team Leadership

- Manage, lead and guide the management accounting and rates teams, ensuring team objectives are met, clear direction is given, and adequate resourcing is provided.
- Actively engage with, and lead Council's performance management system for the team ensuring key check in's are met, learning and development needs are discussed and appropriate development planning is undertaken.
- Maintain staffing resource by recruitment, selecting, onboarding and training new employees as and when required.
- Provide on the job mentoring and coaching to team members, especially in relation to fulfilling requirements for their professional advancement.
- Develop in-house cross-functional expertise within the full Finance 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 any of the team, including upskilling and automation.

FUNCTIONAL RELATIONSHIPS

Internal

- Team members
- Operational Managers
- Group Managers
- Executive Team
- Elected members

External

- Consultants and contractors
- Government agencies & departments
- Other local authorities
- Technical and legal professionals
- 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.
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EMERGENCY MANAGEMENT

When an emergency 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. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuity Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification in Accounting.
- Chartered Accountant qualification is preferred.
- Minimum 7 years senior accounting experience.
- Valid driver's licence required.

Knowledge

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

- Intermediate to Advanced MS Excel skills.
- Proficiency in MS Word, PowerPoint and other database and information management systems.

- Advanced working knowledge of the enterprise software, TechnologyOne, is beneficial
- Analytical skills.
- Previous system implementation experience is advantageous.
- Previous experience and involvement with projects is advantageous.
- Previous local government experience would be helpful.
- An in-depth understanding of accounting best practice.
- 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 skills.
- Knowledge of Local Government Act 2002 and Local Government (Rating) Act 2002, or demonstrated ability to interpret and work within a legislative framework.
- 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

- Demonstrate a high level of emotional intelligence and self-awareness with both internal and external partners.
- Self motivated with a can do attitude.
- Highly organised with good work practices to manage tight deadlines under pressure.
- Collaborative work style and willingness to help others in the team regardless how simple or complex the task may be.
- Integrity and confidentiality.
- Accuracy and attention to detail.
- Good oral and written communication skills.
- Sound judgement and initiative
- Ability to create and maintain harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- 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