

<b>POSITION TITLE:</b>	Senior Business Partner		
<b>GROUP:</b>	Corporate Services	<b>SECTION:</b>	Finance
<b>REPORTS TO:</b>	Chief Financial Officer		
<b>RESPONSIBLE FOR:</b>	Management Accountants		
<b>FAMILY:</b>	OM2	<b>GRADE:</b>	19
<b>DATE REVIEWED:</b>	September 2024		

#### 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 role of the Senior Business Partner is to manage the effective provision of financial advice, support and monitoring across the organisation. It will ensure that the provision of training, reporting, analysis and advice is consistent across the Council and assists Groups in meeting their financial objectives. Your specific role of Senior Business Partner will ensure that the management reporting 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:

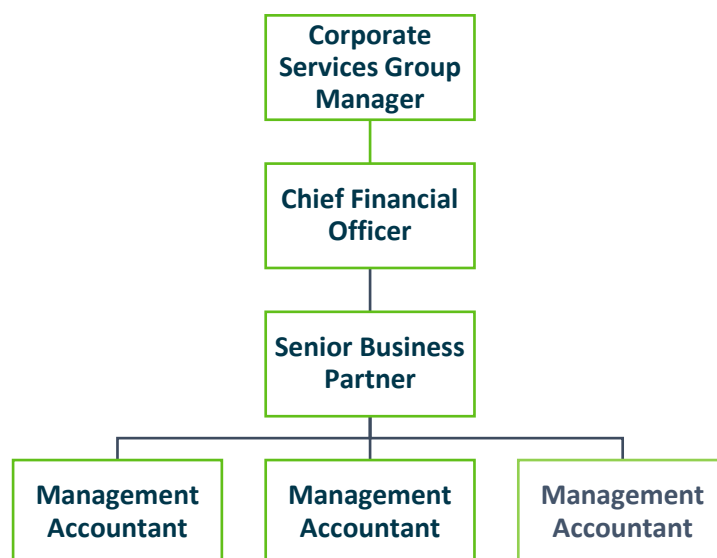
The Finance team is responsible for the financial functions of Council. This includes:

- Timely preparation of annual reports and budgets.
- Provision of significant and timely input into annual plan and long-term plan preparation and development.
- Provision of accurate financial and management information as required.

- Presenting various financial reports to Council as and when required.
- Internal job costing aspects of Council's operations.
- Provision of an effective procurement and contract management service.
- Delivering effective and efficient debtors, creditors and cash management services.
- An effective, appropriate, and efficient rates section.
- Oversees Council's insurance and investment requirements.

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.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

**The key responsibilities of this role are to:**

- Oversee the management accounting function including input from other senior finance staff.
- Partner with General 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 allocation overhead allocatuon process for corporate and direct staff.
- 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 Financial 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 financial support and back up to the other accountants as and when required.
- Develop and maintain effective client and business relationships.

#### **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 team, ensuring team objectives are met, clear direction, 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.

### **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.
- 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 Bachelor's degree or equivalent tertiary qualification in Accounting.
- Chartered Accountant qualification is preferred.
- Minimum 5 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:

- Proficiency in MS Word, Excel, PowerPoint and other database and information management systems.
- Analytical skills.
- Previous system implementation experience is advantageous.
- Previous experience and involvement with projects is also advantageous.
- Previous local government experience would also 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 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

- Demonstrate a high level of emotional intelligence and self-awareness with both internal and external partners,
- Ability to manage tight deadlines under pressure.
- Sound judgement and initiative
- Ability to create 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