

Wairoa District Council JOB DESCRIPTION

Job Title:	Finance Manager
Work Unit:	Finance
Responsible To:	Chief Executive Officer
Responsible For:	Finance and Information Staff of 8
Job Purpose:	This job exists to: Ensure effective stewardship of financial resources & effective financial planning & investment strategies.
Financial delegated Authority:	Full authority to manage Council operations in accordance with Council policies.
Date Last Updated:	November 2009

Organisation Context:

Please see attached organisation chart.

Functional Relationships:

External

Ratepayers
Government Departments
Specialist Professionals
Auditors
Council Controlled Organisations QRS

Internal

Councillors
Council Staff
CEO

Key Result Areas:

The position of Finance Manager encompasses the following major functions or Key Result Areas:

- ❑ Forward Planning
- ❑ Finance & Monitoring
- ❑ Risk management
- ❑ Revenue Collection
- ❑ Team Performance and Leadership
- ❑ Corporate Contribution

Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><u>KRA 1 FORWARD PLANNING</u></p> <ul style="list-style-type: none"> ○ Co-ordinate business plans, LTCCP, Annual Plan ○ Recommend appropriate goals, objectives & strategy ○ Provide effective input into Senior Management Team ○ Provide financial advice for LTCCP & strategic planning 	<ul style="list-style-type: none"> ○ Management of LTCCP and Annual Plan to meet Council & Executive requirements. ○ Policy implementation reflects Council strategic vision & expected outcomes. ○ Provision of effective contribution to Executive. ○ Council & Executive provided with financial information to make decisions on strategic direction.
<p><u>KRA 2 FINANCE & MONITORING</u></p> <ul style="list-style-type: none"> ○ Manage preparation of Annual Report ○ Manage preparation of Management Accounts ○ Review policies on rating & financial management 	<ul style="list-style-type: none"> ○ Completion of Annual Plan meets all objectives and audit requirements. ○ Quarterly reporting of financial & non-financial performance within agreed timeframes. ○ Council is provided with sound financial advice on the financial position & rating options.

Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><u>KRA 3 RISK MANAGEMENT</u></p> <ul style="list-style-type: none"> ○ Maintain adequate insurance for all assets. ○ Manage & report on key business risks. ○ Maintain adequate systems of internal control. ○ Ensure compliance with all statutes & regulations. 	<ul style="list-style-type: none"> ○ No uninsured losses & all claims covered. ○ Regular monitoring of risks. ○ Effective compliance with audit requirements. ○ Council compliance with all statutory requirements. ○ No major surprises or cash deficits. ○ Council advised of all major risks.
<p><u>KRA 4 REVENUE COLLECTION</u></p> <ul style="list-style-type: none"> ○ Control collection of Council debts. ○ Maintain rating records & assessment notices. ○ Manage collection of subsidy claims. ○ Manage custody & collection of investments. 	<ul style="list-style-type: none"> ○ Debt levels within agreed limits. ○ Rates collected from correct ratepayers as verified by audit and ratepayer complaints. ○ Income from subsidy claims agreed with Annual Plan. ○ All charges levied in accordance with Statute, bylaws and policy. ○ Adequate return on investments.
<p><u>KRA 5 TEAM PERFORMANCE AND LEADERSHIP</u></p> <ul style="list-style-type: none"> ○ Provide Supportive leadership to reporting staff. ○ Effectively communicate current activities and policies. ○ Participate fully in the Performance Management Process, working with staff to develop, monitor & Review work performance. ○ Develop staff knowledge and skills. ○ Recruitment of staff. 	<ul style="list-style-type: none"> ○ The people managed are competent and professional in approach, contributing to the organisations success as measured by performance management. ○ Council personnel policies are observed and HR processes implemented on time to standard. ○ Positive feedback from staff as measured by performance management feedback. ○ Staff recruited to fulfil job requirements.

Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><u>6. CORPORATE CONTRIBUTION</u></p> <ul style="list-style-type: none"> ○ Ensures that Performance Development Review tasks/responsibilities actioned. ○ Ensures H&S tasks/responsibilities kept up to date. ○ Participate in emergency management as specified. ○ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ○ Ensures proper care of Council plant and equipment. ○ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ○ Performance Development Reviews completed i.t.o. schedule; development plans actioned including, regular follow ups. ○ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ○ Contribution to projects and corporate initiatives is effective and valued. ○ Administration requirements are completed timely and accurately.

Note

The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development system.

Person Specification:

Qualifications

Essential:

- Chartered Accountant or a minimum of 5 years experience at a senior level in Local Government or similar.

Desirable:

- Local Government experience 5+ years

Knowledge / Experience

Essential:

- Minimum 5 years accounting experience
- Knowledge of accounting principles
- Sound knowledge of MS Excel
- Thorough understanding of financial systems

Desirable:

- Experience in Local Authority accounting
- Knowledge of Local Government/Rating Act
- Practical working knowledge of other MS Applications

Key Skills/Attributes/ Job Specific Competencies

- Leadership
- Decision making
- Analytical skills
- Delegation
- Effective Interpersonal skills
- Negotiation & persuasive skills

Key Behaviours for all staff as part of Performance Development:

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Creating Value for Customers
- Effective Communications & Relationships
- Teamwork

Plus the following competencies where relevant

- Leadership
- Coaching for Performance
- Relationship with Elected Members

Other Requirements

A current driver's licence

To work shifts/travel away overnight/respond to emergency situations

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Change 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– including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

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Approved : (Manager/Supervisor)

Date:

.....
Employee:

Date: