

## Position Description

<b>POSITION</b>	:	<b>Chief Financial Officer</b>
<b>REPORTS TO</b>	:	Group Manager – Business Support
<b>TEAM</b>	:	Business Support
<b>EMPLOYMENT TYPE</b>	:	Permanent, full-time
<b>LOCATION</b>	:	Alexandra (main Council offices)

### Purpose

Contribute to Central Otago District Council's strategic direction and operation through leading, managing and ensuring the effective provision and delivery across all aspects of our finance activities, and contributing to excellent customer service.

Work alongside Business Support and Activity Manager colleagues to think, plan and act strategically towards positive, sustainable outcomes for the communities and environment of the Central Otago district.

The Chief Financial Officer – Business Support is responsible for the delivery of Council's finance, revenue and accounting functions including:

- Finance and accounting
- Financial reporting
- Preparation of LTP and Annual Plans
- Audits and procurement
- Interpretation and application of all relevant legislation such as the Local Government (Rating) Act 2002

### Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Me manaaki tētahi ki tētahi, me pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

## Position Dimensions

Number of direct reports	2-6
Number of employees within the finance team	11
Annual operating budget	\$64 million
Annual capital expenditure budget	\$50.278M
Annual rates income	\$38.5M
Other income	\$26M
Total assets	\$1.015Billion
Total equity	\$962M

## Key Accountabilities

### 1. Finance

Lead Council's financial strategy and management and maintain strong and sustained financial health.

Ensure Council's financial systems and controls are fit for purpose in order to safeguard public money and financial assets.

#### *Expected Results*

- Oversee the delivery of all financial management and accounting system processes for Council.
- The efficient delivery of all financial transactions, including the collection of rates, payment of invoices and payroll.
- Provide Council, the executive leadership team and activity managers with all financial reports, budgets and analysis regularly, and as required.
- Support the Group Manager – Business Support in developing Council's accounting policies, procedures and systems to ensure that the methodologies used are in accordance with accepted practice and meet legislative requirements.
- Provide commentary and analysis for the executive leadership team and Council on variations from budget in relation to cost centre income and expenditure.
- Support the Group Manager – Business support in effectively managing external relationships with financial organisations, consultants, contractors and regulatory bodies.
- Oversee the budgeting and reforecasting process ensuring all capital projects are included.
- Provide advice to the Chief Executive on strategic financial, accounting and commercial issues.
- Provide high quality advice, reports and recommendations to the Chief Executive and elected members.

### 2. Treasury

Responsible for the treasury function of the Council.

*Expected Results*

- Manage all debt including the raising of loans and the repayment of debt.
- Manage all administration associated with rating and debt collection procedures and the management of the cash receiving function.
- Maintain oversight and undertake strategic planning for Council's financial investments, regularly reporting on status, value and making recommendations as necessary.
- Manage and report on the financial management of the Council's assets including having input into the replacement, repairs and maintenance policy and involvement with long term asset management plans.
- Manage the cash flow position of Council in a responsible and professional manner.
- Internal financial controls and overall risk management programmes are in place to avoid situations of fraud and misappropriation, to identify at risk activities and put in place risk minimisation strategies.

**3. Audit and Risk**

Responsible, in conjunction with the Group Manager – Business Support, for the effective oversight of audit, risk and procurement functions of council.

*Expected Results*

- Contribute to the financial input into Council's Audit and Risk Committee.
- Support the Group Manager – Business Support as required to maintain appropriate risk and procurement processes, policies and activities.
- Support the effective management of external audits.

**4. Project Work**

Support the Group Manager – Business Support in the delivery of assigned Council wide projects, such as the Annual Report, Annual Plan, and Long-term Plan (LTP), and ensure project milestones are met with quality work delivered.

*Expected Results*

- Establish relationships with executive team and activity managers, develop an understanding of the services offered, their current work programmes and opportunities to improve service levels.
- Play a critical role in the financial aspects of planning, project management and delivery of the LTP, the Annual Plan and the Annual Report.

**5. Leadership**

The Chief Financial Officer will take collective responsibility for the success of the finance team alongside the Group Manager – Business Support. They will take a leadership role in supporting and maintaining a positive organisational culture. This includes but is not limited to:

- Ensuring the finance team live our values and have a proactive, positive and productive culture.
- Contributing as an effective and positive member of the Business Support team.
- Building strong 'one team' relationships across Business Support and the organisation.
- Lead and participate in a culture of 'continuous feedback', holding regular one-to-one catch-ups with members of your team

- Coaching, mentoring, supporting and enabling staff to achieve agreed outcomes, and grow and develop in their roles.
- Effective recruitment, retention and development of staff to ensure appropriate performance is maintained.
- To lead by example with regards to one's own conduct, professionalism and commitment.
- Ensuring Council meets its statutory obligations and strategic reporting, communication and consultation with our community, organisational work programmes and funding.
- Maintaining a safe and healthy workplace through safe work practices and contractor engagement complying with established policies and procedures.
- Ensuring organisational consistency with rigorous budget and project management.

#### **6. Other organisational duties**

- Assist in civil defence functions and/or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties as requested by the Group Manager – Business Support or Chief Executive Officer.

### **Position Requirements**

The below qualities, knowledge and skills are that key focus for this role and are used to assess an applicant's suitability for the role:

#### **Personal Qualities**

##### Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

##### Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges valuable partnerships with people inside and outside CODC.
- Builds trust through consistent actions, values and communication.

##### Conceptual and Analytical Ability

- Deals with concepts and complexity comfortably.
- Uses analytical and conceptual skills to reason through problems.
- Has creative ideas and can project how these can link to innovations.

##### Decisiveness

- Makes rational decisions based on a consideration of the facts and alternatives.
- Commits to a definite course of action.

##### Detail Focus

- Observes fine details and identifies gaps in information.
- Follows agreed processes to complete tasks.
- Maintains high levels of accuracy.

#### **Knowledge and Skills**

#### Leadership

- Communicates and models a vision that generates enthusiasm, optimism and commitment.
- Recognises and rewards behaviour that is aligned with the vision and values of CODC.
- Identifies potential issues and setbacks and guides the team to optimise outcomes.

#### Consults and Advise

- Highly developed communication skills.
- Clarifies needs and expectations of roles, processes and outcomes.
- Develops flexible and practical solutions or recommendations to complex problems.
- Communicates regularly with others providing advice in areas of expertise.

#### Commercial Skills

- Guides and challenges others to continually strive for more efficient ways of doing things.
- Decisively manages financial issues with appropriate legal and risk considerations in pursuit of desired outcomes.
- Focuses on activities and projects that will bring the best long-term return for the finance team and organisation.

#### People Management

- Aligns team with the organisational values and goals through effective people management, visibly modelling the values and being available for your team.
- Maximises effectiveness by selecting, developing, managing and motivating a high performing team.
- Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development.

#### Specialist Expertise

- Experience with local government or a similarly complex operating environment is essential.
- Understanding of the Local Government Act 2002 and the Local Government (Rating Act) 2002
- Chartered accountant or associate chartered accountant with at least 5 years experience in a senior role.
- A recognised tertiary qualification in accountancy
- Membership of the Institute of Chartered Accountants Australia and New Zealand
- Previous experience in managing stakeholder relationships

<h4>Relationships</h4>
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##### **External**

Public  
 Audit New Zealand  
 Contractors  
 Bankers  
 Insurance Brokers  
 Media  
 Taxation and Financial Consultants  
 Valuation New Zealand  
 Other Councils

##### **Internal**

Group Manager – Business Support  
 Chief Executive Officer  
 Business Support Team  
 Human Resources Team  
 Mayor and Elected Members  
 Council Staff

