



## Position Description

**Position Title:** Chief Financial Officer

**Tenure/Hours:** Permanent Full Time  
8 hours per day, Monday to Friday  
On call for emergency operations

**Position Summary:** The Chief Financial Officer (CFO) provides strategic financial planning, reporting, and advice to support the financial health of the Council. This role leads the Finance and Revenue teams, overseeing budgeting, financial reporting, tax obligations, debt management, and ensuring compliance with relevant financial policies and legislation. The CFO is also a key advisor to the Executive Leadership Team and plays a crucial role in strategic decision-making and financial governance.



### COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

*Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua*



### DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

*Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.*

## What you will do

- Oversee the preparation of Annual Plans, LTP, and Annual Reports, ensuring compliance with financial policies, legislation, and Council's strategic objectives.
- Lead the development or updates to Council's Revenue and Financing policy, Rating Policy and Rates Remission Policies
- Ensure compliance with the Local Government Rating Act 2002 (LGRA), monitor changes in legislation, and ensure necessary adjustments are communicated and implemented in Council's revenue and rating policies.
- Implement and maintain debt management policies for all debt types, ensuring effective cash flow management and timely reporting.
- Oversee financial reporting, borrowing, risk management, and taxation obligations, ensuring alignment with Council's financial strategies and policies.
- Oversee accurate rating valuation, reconciliation, and collection processes, ensuring efficient debt management practices and financial reporting.
- Supervise insurance cover and manage financial risks, including debt, foreign exchange, and investments, ensuring protection and compliance with Council policies.
- Lead the Finance and Revenue teams, fostering a culture of collaboration, accountability, and continuous improvement in performance.
- Provide the necessary resources and development opportunities to ensure the Finance and Revenue teams achieve their objectives and foster a high-performance culture.
- Provide strategic financial advice to the Chief Executive, Mayor, and Elected Members, influencing key financial decisions in alignment with Council priorities.
- Lead financial policy development, advising on improvements to systems and procedures to ensure compliance and efficiency.
- Provide regular, comprehensive financial reports on key metrics, ensuring transparency and alignment with strategic objectives.
- Implement assurance processes to ensure financial activities adhere to checks and balances, compliance with policies, and best practices.
- Ensure structured oversight and hands-on management of financial tasks, providing support, guidance, and performance improvement where needed.
- Ensure the practical implementation and efficiency of financial processes and controls, focusing on team involvement and continuous improvement.

## What you will bring

### Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Tertiary qualification in Accounting, Business Administration, or equivalent.
- Chartered Accountant (CA) qualification
- At least 10 years of experience in senior financial management roles, within local government or a similar public sector environment.
- Proven hands-on leadership, communication, and interpersonal skills with a proven ability to manage and develop teams.
- Excellent knowledge of local government finance, taxation, and regulatory requirements.
- Demonstrated experience in strategic financial planning and execution, financial reporting, and treasury management.

### Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Experience in treasury management
- Experience in managing change and driving continuous improvement within financial operations.
- Strong analytical and problem-solving skills with the ability to make data-driven decisions.

## Our Values

### PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



### WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



### WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

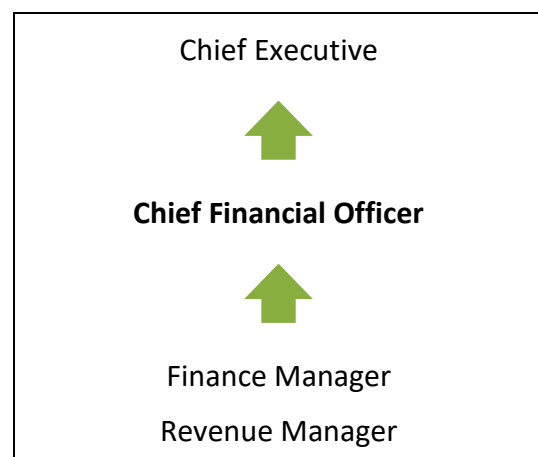
We will continue to evolve, leading our communities into a better future



## What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with Iwi partners and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

## Your reporting lines



## Additional Information

### Delegations

Number of people reporting to the role	2
Financial delegation	\$500,000
Contract delegation	\$500,000
Statutory delegation	As per the Council's Delegations Register

### Role Acceptance

From time to time, it may be necessary to consider changes in the position 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 the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: