

Tūranga Mahi / Position Description:

Finance Analyst – Local Water Done Well

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Māori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

MAHI - POSITION:	Finance Analyst – Local Water Done Well
RANGATIRA - REPORTS TO:	Business Performance Lead
KĀHUI - GROUP:	Finance
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	<p>Under <i>Local Water Done Well</i>—the Government’s framework for addressing New Zealand’s current and future water infrastructure challenges—Councils are required to financially ring-fence water services from other Council activities. This includes the preparation of dedicated annual plans and annual reports for water services.</p> <p>Rotorua Lakes Council has also committed to participating in a collaborative study with potential partner Councils, including Kawerau, Ōpōtiki, and Whakatāne District Councils. The purpose of this study is to explore and assess the merits of establishing a multi-council Water Services Council-Controlled Organisation (WSCCO) to deliver water services across the participating districts.</p> <p>This position is responsible for leading the implementation of financial accounting and reporting requirements arising from the Government’s water services reforms, including compliance with relevant legislation and regulations. The role will also provide strategic financial insight and analysis across Council’s three waters activities—wastewater, stormwater, and water supply—as Council explores a multi-council water services council-controlled organisation.</p> <p>This role will work within the finance business partner team, while working closely with the Local Water Done Well Programme Manager to ensure that the work programme is delivered.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<p>Direct reports:</p> <ul style="list-style-type: none"> •
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE’s Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience

HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	<ul style="list-style-type: none">• Council stakeholders• Contracted service providers• Technical professionals in your field• Consultants and Contractors• Auditors• Local Iwi groups• Neighbouring local authorities• Mayor and Elected Councillors• Local Government New Zealand (LGNZ)• Media and professional groups• Regional Council• Chamber of Commerce• Te Arawa Entities• Rotorua Community & Partnership• Police• Māori Wardens• Neighbourhood support
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**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

1. Financial Strategy & Reporting

- Implement financial reporting frameworks in line with water services legislation and regulations.
- Ensure accurate and timely financial reporting for three waters activities.
- Develop financial models to support transition planning and future service delivery scenarios.

2. Transition Planning & Support

- Provide financial analysis and advice to support the exploration of a multi-council water services council-controlled organisation.
- Collaborate with internal teams and external stakeholders to ensure financial readiness.
- Support the development of asset transfer, funding arrangements, and financial governance structures.

3. Compliance & Risk Management

- Ensure compliance with all relevant legislation, including the Local Water Done Well framework.
- Liaise with auditors, regulators, and government agencies as required.

4. Stakeholder Engagement

- Communicate financial insights and implications to senior leadership and elected members.
- Contribute to regional collaboration efforts and shared service initiatives.

5. Continuous Improvement

- Identify opportunities to improve financial systems, processes, and reporting related to water services.
- Stay informed of legislative changes and best practices in public sector financial management.

NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required</p> <ul style="list-style-type: none"> • Tertiary qualification in finance, accounting or a related field. • Minimum 5 years' experience in public sector financial accounting, ideally within local government. • Strong understanding of infrastructure funding, asset management, and regulatory compliance. • Experience with financial planning for organisational transitions or structural reform is an advantage.
<p>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • High level of integrity, professionalism, and attention to detail. • Strategic thinker with strong analytical and problem-solving skills. • Excellent communication and written reporting skills • Excellent computer and systems skills, and the ability to process multiple data streams into clear, concise and user-friendly reporting resources • Proactive engagement and acceptance of accountability and problem solving. • Well organised, and an ability to plan and prioritise important activities/tasks and meet timeframes • Ability to work independently on own, as well as work collaboratively as part of an inspirational team • The ability to work unsupervised, and to be self-motivated

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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