Tūranga Mahi / Position Description: Kaiwhakatere Pūtea / Manager – Finance and Business Performance

At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

Customer Focused - Community Driven - People at the Heart

How we work together is guided by our **Purpose**, why we exist, our **Promise**, what we commit to delivering every day; our **Practices**, how we behave; and our **Principles**, the values we believe in and stand by:

Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

"The organisation's success is my success. My job is only done when everyone's job is done."

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.
The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Kaiwhakatere Pūtea / Finance and Business Performance
RANGATIRA - REPORTS TO:	Chief Finanical Officer
KĀHUI - GROUP:	Finance
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide leadership to the financial, treasury, business performance, revenue and operations of Council: • Ensuring financial information is timely, accurate, complete and compliant with relevant accounting, legislative and taxation principles; and • The Manager – Finance and Business Performance will contribute to the strategic direction and management of Council by implementing the financial strategy in a manner that supports the achievement of organisational goals for the long-term financial stability of Council. • The Manager – Finance and Business Performance will influence the financial direction of the organisation and contributes to dtrategic decisions that affect service delivery, investment priorities and organisational resilience. • The Manager – Finance and Business Performance will lead the development of innovative financial strategies and frameworks that address complex, multi-dimensional challenges across Council. This includes navigating ambiguity, balancing competing priorities, and influencing long-term investment decisions that shape the future of the district.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • Payroll • Financal Accounting • Business Performance • Revenue • Organisation size – Revenue ($140m), Fixed Assets ($1.2b - 2028 $1.5b), $200m debt. Team size – circa 20 FTE • Departmental Budget responsibility – $5m opex, $140m revenue • Financial delegation - $1m
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• 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	• Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • 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

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	• Provide excellent leadership and management of the Finance & Business Performance team, measured by the effectiveness, engagement and business unit respect of the team. • Define the organisation's financial strategy, build the culture and manage the transition of the Finance & Business Performance team from a traditional Finance function to one that is adding value to Council through effective business partnering. • Build productive working relationships with key stakeholders (Council and Management) in order to understand their business operations and financial information/business partner needs of end users. • Manage relationships across Council to achieve alignment in key business strategies, decisions and the implementation of process improvement and business performance initiatives. • Provide financial advice and support to Council and management. • Provide oversight and leadership to the Treasury function to develop a treasury strategy, manage cashflows within available debt covenant levels, and secure funding as required for Council operations. • Provide oversight and leadership to the Financial Accounting team to manage financial reporting obligations, including Annual Report and audited consolidated accounts that satisfy Local Government reporting requirements. • Provide oversight and leadership to the Financial Services team to manage taxation obligations for PAYE, FBT and GST, including preparation, lodging and reporting. • Provide oversight and leadership to the Financial Services team to operate and maintain fixed asset management systems and reporting for circa $1.2b of assets. • Provide oversight and leadership to the Revenue team, including oversight of the rating system, revenue collection and debt management. • Collaborate, design, implement and review financial systems, policies and procedures to ensure continuous improvement and compliance with relevant regulatory practices. • Shape financial frameworks that underpin Council's Long Term Plan. • Ensure that planning, decision-making, and implementation processes are in place for the determination, invoicing and collection of property and water rates. • Ensure payroll services comply with employment agreements and legislative requirements, both with Council and CCOs. • Implement and deliver on the investment strategy. • Develop effective relationships and influence with Council's partnership agencies, including the Bay of Plenty Regional Council. • Present to Council on Financial topics and represent Council on external industry financial bodies and forums. • Lead strategic financial scenario planning and risk modelling to support Council's long-term planning and resilience. • Solve complex financial and operational challenges by applying original thinking and synthesising diverse inputs from internal and external stakeholders. • Provide strategic advice to the Executive Leadership Team and Elected Members on emerging financial risks, opportunities, and trade-offs.

	• Design and implement financial frameworks that support adaptive decision-making in a dynamic regulatory and economic environment. • Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement. • Support our statutory Civil Defence and Emergency Management (CDEM) obligations by maintaining readiness to undertake assigned emergency management roles, participating in required CDEM training and exercises, and carrying out response and recovery duties as directed during emergency events, in addition to normal position responsibilities. **Accessibility & Inclusion** • Demonstrate a commitment to accessibility, inclusion, and equitable outcomes in all aspects of the role. • Consider accessibility and inclusion requirements when developing, delivering, reviewing, or contributing to services, processes, communications, systems, projects, and customer interactions. • Support a workplace culture that values diversity, promotes inclusion, and enables participation for employees, customers, and stakeholders with differing needs and abilities. • Ensure work undertaken as part of the role complies with Council policies, accessibility requirements, and relevant legislative obligations. *NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.* There will also be the annual delivery of agreed KPIs.
TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as quivalent)	**Required** • Degree in Finance/Accounting or Business Administration • Chartered Accountant (CA) qualification and current member of a Professional Accounting body • Proven managerial experience with a solid understanding of core accounting functions • 10+ years of progressively responsible experience, including recent experiences in a similar level role within a commercial and/or public sector environment, ideally with Local Government experience. **Desirable** • Project Manager qualification or experience • Change Management qualification or experience • Business Improvement qualification or experience

NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Proven Leadership and management experience in complex organisations • A strong customer focus and process driven approach and will continuously identify opportunities for the Finance & Business Performance team to add value to Council. • High level of analytical ability as well as an ability to provide commercial insight and interact with all levels of the organisation. • Excellent analytical, conceptual and problem-solving abilities. • Ability to facilitate group discussions to identify underlying issues, generate solutions and gain buy-in from staff. • Demonstrated strategic and innovative thinking and planning abilities, balanced with pragmatism and an ability to respond to ambiguity. • Strong demonstration of a customer, key account and solutions focus. • Proven ability to lead the finance function of a complex organisation. • Exceptional strategic problem-solving ability, with a track record of navigating ambiguity and delivering innovative solutions in complex environments. • Demonstrated ability to lead cross-functional initiatives that require balancing financial, operational, and community outcomes