SOUTH WAIRARAPA DISTRICT COUNCIL
Kia Reretahi Tātau

POSITION DESCRIPTION

Nga mahi o te tari kāwanatanga | Working in the Public Service

Our local government public service works collectively to make a meaningful difference for New Zealand communities. The purpose of all public service is to support our democracy, enable elected officials to develop and implement their policies, deliver high-quality and efficient public services, support Councillors to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

The Position

Position:	**Finance Manager**
Group:	Corporate Services
Team:	Finance
Responsible to (Manager):	Group Manager Corporate Services
Responsible for (direct reports):	All members of the Finance team
Job Purpose:	• Provide leadership, direction and management of the Finance team. • Provide strategic recommendations to the CEO and members of the Strategic Leadership Team. • Manage the processes for financial forecasting and budgets and overseeing the preparation of all financial reporting. • Advising on long-term business and financial planning • Establishing and developing relations with senior management and external partners and stakeholders. • Provide trusted financial advice across all Council activities, ensuring financial implications, risks and opportunities are fully considered in all material decisions.
Work location:	South Wairarapa District Council Buildings, Martinborough
Employment type:	Permanent, Full time
Job grade:	TBC
Budget responsibilities:	As per DFA Tier 3
Date prepared/reviewed:	October 2026

Corporate Services Group

The Corporate Services Group works together to deliver the best outcomes for our district. Specifically, the Group is responsible for delivering high-quality Finance, HR, Legal, Governance, Policy, Communications and Engagement support, Health, safety and wellbeing advice, IT and information management services, Library Services and districtwide and regional emergency management coordination.

Finance Team

The Finance Team supports Council through sound financial management, accurate reporting, and effective revenue collection. It contributes to statutory requirements, including the Long-Term Plan, Annual Plan, Annual Report, and audit processes, while ensuring compliance with legislation and policies.

Key Relationships

In order to ensure quality service delivery is provided, this position must have well developed relationships. These include but are not limited to:

Internal	External
Chief Executive	Council stakeholders
Strategic Leadership Team	Contracted service providers
Tier 3 Managers	Technical professionals in your field
Other Council staff	Consultants and Contractors
Mayor and Councillors	Professional service providers
Community Boards and Committee members	Auditors
	The South Wairarapa community
	Local Iwi groups
	Neighbouring local authorities

Our Council

Our Vision:	The best of country living with the community at the heart of everything we do
Our Mission:	To be future focused, growth orientated and exercise sound judgement
Our values	We support our Mission and Objectives through living our values. These are: • Pride • Customer-First • Manaakitanga • Collaboration

Mō te tūnga | Role Overview

Outcomes	Actions
Strategic Plans and Reports	Contribute to the financial section of the Long-Term Plan or Annual Plan by: • Overseeing the preparation of the Council's budgets, and the financial statements of the Annual Plan and Long-Term Plan and financial components of all strategies, policies, and plans. • Reviewing the final LTP or Annual Plan for completeness and accuracy • Providing financial input to the Asset Management Plans and other asset information prepared by the Partnership & Operations group and ensuring AMP and infrastructure strategy content is integrated into financial planning. • Overseeing the preparation of the Annual Report and ensuring approval by the statutory deadline each year. • Overall responsibility for relationship management with the Auditors.
Financial Management	• Responsible for all cash management, investments, insurance, budgeting, asset valuations, and financial reporting, helping to drive the company's financial strategy. • Overseeing financial reports to Council and the Risk and Assurance Committee. Ensuring that reporting to staff and Council is clear, accurate and timely, highlighting key risks and providing proactive analysis. • Overseeing the management of Council debt, arranging new borrowings as and when required.

	• Providing support to the finance team in the preparation of reports budgets and plans. • Performing internal assessment of systems and controls with a view to identifying possible improvements. • Overseeing the external audit • Provide subject matter expertise on financial IT systems, ensuring compliance with all applicable Financial Accounting Standards, and other relevant regulations. • Ensuring that a professional management and quality framework is applied over all Council's financial systems, documentation of procedures is up to date, information integrity is maintained. • Lead and champion a culture of financial accountability and literacy across all Council functions, ensuring managers and Elected Members are equipped to manage financial performance effectively. • Ongoing development of accounting and treasury policies, systems, and procedures. • Together with the Senior Financial Accountant appropriate funding sources is maximised. • Ensure appropriate financial oversight over taxation, finance functions and payroll.
Corporate Governance & Risk Management	• Ensures the Council complies with all relevant statutory and regulatory obligations. • Identify and mitigate risk through analysis of company liabilities and investments and evaluate and manage capital structure and funding. • Ensures appropriate risk management, insurance and business continuity programmes, systems, and processes necessary to mitigate financial and operational risk are in place and operating. • Ensures all financial registers, including risk and interests' registers, are maintained in accordance with both organisational and legislative requirements. • Ensures an appropriate internal financial programme is in place and operating effectively, facilitating the process of follow up and implementation of quality assurance and internal controls. • Managing financial risks by securing debt requirements in advance were in accordance with Council treasury policies.
Revenue	• Reviewing the Revenue and Financing Policy of Council as required. • Determining the annual rating requirements of Council and oversee its application to the rating database. • Reviewing the rating valuation service provider's contract performance annually. • Ensuring rating valuation data is reconciled to the Council system. • Ensuring systems are in place to ensure the Rating database is maintained accurately and anomalies are dealt with appropriately.
Relationships	• Develop and maintain collaborative relationships with both internal and external stakeholders to foresee and resolve issues. • To ensure that the Corporate Services Group and Council are always promoted in the best possible light by providing a superior customer service focused frontline. • Ensure that any areas of potential risk are identified and elevated to the appropriate levels to be dealt with. • Maintain and develop a network of relevant contacts to ensure that communication channels are kept open. • Provide financial leadership across partnerships, shared services and joint arrangements.

	• Contribute to regional and sector-wide financial discussions and initiatives.
People Management	• Effectively manage the performance of your team, ensuring you are taking a positive coaching approach to staff development and welfare. • Use your influence and management ability to create strong cross-Council teams where needed to deliver shared outcomes.
Corporate Contribution	• Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives. • Behave consistently with the SWDC Vision, Mission and Values • Foster co-operation and aid communication between teams, units and groups • Look for opportunities to improve systems, processes, and work practices – both within your own position and the organisation as a whole. • Assist the organisation's Emergency Management Unit in the event of a major disaster. • Adhere to Health and Safety policies and standards and encourage all other staff to do the same. • Attend appropriate courses to maintain ongoing knowledge and training.
Council Image	• Take every opportunity to promote a positive image of the Group and Unit and their activities. • Contribute to the Group business plan. • Represent the Group when appropriate at meetings. • Provide information to customers and the public as supplied.

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation

Ngā āhuatanga e hiahiatia ana e Mātou | Person specification

Qualifications and Experience

- Accounting qualification and membership of the Chartered Accountants Australia and New Zealand (C.A.), or if not then preferably with post-graduate tertiary qualification in Finance, Business Administration or directly relevant field.
- Local government experience is preferred.
- Relevant management experience in a medium-sized multi skilled organisation with responsibility over multiple reports in a continuously changing environment.
- Demonstrated provision of financial information and advice that has enabled sound strategic and operation management of an organisation.
- An understanding of the strategic issues surrounding the efficient use of information and knowledge management technology
- Experience in the analysis and presentation of information.
- High level knowledge in the relevant legislation and successful track record.
- Excellent professional financial management record and preferably experience in public sector accounting concepts.
- Has a sound knowledge of public consultation techniques.
- Advanced user of Microsoft suite
- Experience working within a legislative and regulatory framework.
- Experience initiating and leading change to achieve organisation goals.

Personal Capabilities

- Demonstrated ability to form and manage high performing teams with a strong customer focus.
- Ability to analyse issues, problem solve and maintain a positive disposition under pressure.
- A high-quality relationship manager that develops a strong internal and external network.
- Delivery focused and able to work autonomously and at pace across different tasks.
- Self-disciplined and organised enough to effectively manage a large and diverse portfolio.
- Can work closely with elected officials and appreciates the political context within which they operate.
- Works collaboratively with individuals and teams to achieve joint outcomes.
- Able to write and professionally present complex information to a range of audiences.

Leadership Capabilities

Capability area	This means that Managers will
Managers will ensure that effective people leadership is your top priority	***Ensure that our people know what is expected of them*** Managers will have a clear set of priorities for your team. Your staff understand these priorities and what they, and the wider organisational strategy, mean for their work. Staff will periodically review whether you've achieved these objectives and share this with your team(s) warts and all. ***Ensure our people can develop and grow*** All staff in their team will have clear performance and development objectives. In setting these objectives, HOW our staff do things and HOW they behave is as important as WHAT they deliver. Coaching for Performance conversations are prioritised and held regularly, including providing prompt, clear and actionable feedback Staff will be encouraged and rewarded for appropriate experimentation, and they celebrate both success and appropriate failure. Any poor performance is addressed promptly, clearly, and fairly. You have a clear sense of your current and emerging capability needs and are actively following a plan to address these, including succession planning for key roles. ***Ensure our people have the tools, information, and space to do their jobs***

	There are mechanisms for the timely dissemination of the information that staff need to do their jobs. They will delegate sign-out and decision-making appropriately and explicitly
Managers will **look after your staff's wellbeing** at all times	***Make the wellness of your people our primary focus.*** They will actively manage workloads to maintain the wellness of your people, including discussions up the line to reprioritise when necessary. There is zero tolerance of bullying and other inappropriate behaviour, and any instances are dealt with immediately, fairly and in a way that matches the scale of the behaviour.
Managers will **develop a strong, high-performing and adaptive culture**	***Lead the development of a culture where people are supported to do their best work and to grow and develop.*** People will be able to raise different perspectives and concerns and challenge in an appropriate way. They know they can do so safely and that we as leaders will take their issues seriously, and people can be themselves. Diversity is encouraged and we actively use those diverse perspectives in our work.
Managers **work as a collective** in everything we do.	***First and foremost be a member of the collective leadership*** team of Council, and the leader of your team second. The will ensure that behaviour, decision-making and prioritisation reflects this hierarchy. Managers will actively contribute your own time and your staff resource to collective projects as needed They will actively contribute to collective leadership team discussions in an open and frank way to help shape our collective decisions. Once a collective decision is reached, you actively own, champion and implement that decision, irrespective of your personal views
Managers are **open and honest** with each other in your team and will colleagues	***Raise any concerns or questions we have early, openly and constructively***, and in the appropriate place and time. We will challenge each other appropriately and we react constructively, encouragingly and curiously to that challenge. We will not raise problems or concerns without solutions or alternative suggestions. Once decisions are taken, we get on and implement in the collective interest and do not relitigate or undermine. We take a "no surprises" approach to raising any issues.
Managers **engage early, frequently and effectively, and model transparency**	***Engage early with our partners, customers and stakeholders***, internally and externally, and openly and in the spirit of seeking their contribution. We will ensure that the timing of engagement allows people to shape what we do, wherever possible. We will model transparency in our engagements, our default position is we discuss things openly with our customers and stakeholders unless there is a very good reason not to. We will be well planned and organised in our engagements. We will bring the results of this engagement back into Council, it is our responsibility to share it proactively and as widely as is appropriate, and we use it in our decision-making
Managers **delegate**, you take decisions consistent with this delegation, but you keep everyone informed.	***We will keep ELT informed*** of anything involving the Mayor and Councillors, media and significant feedback from stakeholders and customers. It is expected that Managers will delegate decision-making and sign-out to the lowest sensible level given the importance and risk associated with the item. It's ok to get this wrong as long as we learn from it.
Managers **do the basics well and avoid 'own goals'**.	***We will follow the rules*** around one-up approval of invoices and take a careful but common-sense approach to sensitive expenditure. We forecast actively and to the best of our ability, and most importantly adjust these forecasts promptly when things change. We will follow the rules around procurement, including ensuring that any exceptions to the standard processes are clearly approved. It is our responsibility to ensure all procurement has a contract and suitable documentation supporting it. We take a risk-averse approach to identifying conflicts of interest, applying the test of how comfortable you would be with explaining why a decision is on the front page of the newspaper.
Managers will apply **'systems leadership'**	***We will lead across boundaries*** – departmental, organisational or sector. We will influence others rather than pull a management lever, when facing large, complex, and difficult problems. We can juggle multiple uncertainties; where no

	one person can find or organise the solution on their own. We work with others to make resources meet the demand, which is outstripping them, meaning that the only way forward is by involving as many people's energies, ideas, talents, and expertise as possible.

The Behaviours by which we work

All staff at SWDC share these responsibilities, including me.

- **Collaborate**: Draw on the knowledge of others to bring about better outcomes for the customer.
- **Grow**: Develop ourselves and maintain the highest possible standards of professionalism. Embrace feedback and build on it.
- **Being**: Act with integrity and maintain consistency. Be attentive and kind to one another and embrace different perspectives.
- **Add value**: Through our technical knowledge, deliver the best possible outcomes for our customers.
- **Plan**: Be clear on how activities link together and highlight any risks.
- **Do**: Keep people engaged in what we do and why. Hold ourselves to account for delivery as we do with others.
- **Review**: Learn from mistakes. Fail fast and move on. Seek out solutions not problems. Blame as no part in our organisation.
- **Inspire**: Empower, support, encourage, and motivate colleagues to do their best work.
- **Connected**: Build strong relationships with people and are respectful and empathetic.
- **Positivity**: Create an empowering, safe, and inclusive social environment. Foster a strong wellbeing culture.
- **Engage**: Consider when to communicate. Break things down into easily understandable chunks. Take a genuine and active interest in the organisation at large. Speak out when others behave in a manner not acceptable to the rest of us.
- **Celebrate**: Celebrate our achievements, both individually and as a collective

Amendments to Position 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 the position. This Position Description will be reviewed as part of the preparation for performance planning for the annual cycle. (A review in job size and possible impact on remuneration structure of the position will only be considered where change of the position is significant (guideline: significant would typically involve a 20% change in the complexity / accountability of the role.)

My Agreement

My Name: _____

My Signature: _____

Date: _____