

Job title

Chief Financial Officer

Job purpose

The Chief Financial Officer (CFO) is a key strategic leader and the Council's trusted financial advisor, responsible for driving financial strategy, oversight, and performance. As the primary spokesperson on all financial matters, the CFO ensures robust financial operations, regulatory compliance, and alignment between financial management and organisational objectives. The role fosters a culture of integrity, accountability, and financial acumen, championing financial literacy across all levels to support informed decision-making and long-term sustainability.

Specific duties and responsibilities**Strategic Financial Leadership:**

- Develop and execute a comprehensive financial strategy that aligns with the Council's long-term goals and responds to both internal and external economic environments.
- Lead strategic financial planning and analysis efforts, providing insights and forecasts that inform council policies and strategic decisions.
- Engage in high-level financial modelling and scenario analysis to support strategic initiatives and capital investment decisions.
- Serve as a key advisor and thought partner to the Chief Executive and SMT, actively contributing to cross-organisational strategic discussions.

Financial Management and Operations:

- Oversee the Council's finance department, ensuring excellence in financial accounting, budgeting, control, and reporting within legislative frameworks and council policies.
- Enhance financial systems and processes through the integration of advanced technology solutions, improving accuracy and efficiency in financial reporting.
- Drive continuous improvement in financial performance, transparency, and value-for-money across all operations.
- Ensure financial information is accessible and meaningful to internal teams, supporting decision-making across departments.

Compliance, Risk Management, and Reporting:

- Strengthen the Council's financial compliance framework to meet regulatory demands and internal standards.
- Lead risk management operations by identifying, analysing, and mitigating financial risks that could impact council operations.
- Provide strategic oversight of financial policies and procedures, ensuring they robustly support the council's activities and compliance with financial regulations.
- Ensure timely, accurate, and accessible financial reporting to elected members, stakeholders, and external regulators.

Team Management and Development:

- Cultivate a high-performance finance team through strategic leadership and targeted development, ensuring that team capabilities align with Council objectives.
- Establish a culture of continuous professional growth and accountability within the finance department.
- Embed strong financial literacy and business partnering practices across the wider organisation.
- Model collaborative leadership and coach others to improve financial competence and stewardship in their roles.

Strategic Stakeholder Engagement:

- Act as the Council's primary financial representative in engagements with external stakeholders, including financial institutions, investors, and government entities.
- Build and maintain strategic relationships that enhance the council's financial resources and market positioning.
- Clearly communicate complex financial matters to a wide range of audiences, including elected members, community groups, and non-financial staff.
- Actively promote transparency and trust through regular, plain-language financial communication and engagement.

Key Relationships

Internal

- Senior Management Team
- Elected Members and iwi representatives
- Westland District Council Staff

External

- Auditors
- Central and Local Government agencies
- Community groups

Delegated Authority:

\$100,000

Staff management:

- 1 direct report

Reporting To

- Chief Executive

Health and Safety

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

General Duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

Skills, experience and education

Education and Certification:

- Bachelor's degree in Business Administration, Finance, or Accounting; Master's degree strongly preferred.
- Certification as a Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

Experience:

- Extensive senior leadership experience in financial management within the public sector, demonstrating a proven track record in strategic financial planning and operations.

- Demonstrated expertise in managing complex budgets and financial forecasting.
- Experience advising executive teams and governance boards, with a strong record of influencing and shaping strategic outcomes.
- Experience in developing financial capability across diverse teams and fostering a culture of financial ownership.

Skills:

- Exceptional strategic thinking and analytical skills, with the ability to lead complex financial analyses and model sophisticated financial scenarios.
- Outstanding communication and interpersonal skills, with proven ability to explain complex financial information clearly and effectively to both financial and non-financial stakeholders.
- Strong relationship-building skills, with the emotional intelligence to navigate complex organisational dynamics and build trust.