Senior Finance Business Partner

Position Details

Reports to: Executive Finance Lead

Executive Group: Chief Operating Office

Workgroup: Finance

Location: PNHQ

Role Level: Strategic People Leader

Employee Type: Employee

Shift Work/Non-Shift Work: Non-shift work

Remuneration Range: Grade 22

Delegated Financial Authority: N/A

Direct Reports: 0-6 as required

Working at Police (who we are)

New Zealand Police delivers services that ensure people can be safe and feel safe in their homes, on our roads and in their communities. Police operate 24 hours a day in a complex environment actively targeting and preventing crime and harm. With around 16,000 staff, we work from urban and rural stations and larger policing hubs.

We operate on land, sea and in the air, and respond to more than 1.2 million events per year – answering more than 992,000 111 calls and over 650,000 non-emergency calls.

We're working towards specific goals and targets that highlight our intent to work collaboratively with iwi and communities, other government sectors and business partners to deliver our business and achieve long-term change.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

Professionalism	Taking pride in representing New Zealand Police and making a difference in the communities we serve
Respect	Treating everyone with dignity, upholding their individual rights and honouring their freedoms
Integrity	Being honest and upholding excellent ethical standards
Commitment to Māori and The Treaty	Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
Empathy	Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
Valuing Diversity	Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

The Finance function provides several critical services required to enable the success of the organisation. This ranges from ensuring our staff and suppliers are paid, ensuring compliance with public sector legislation, standards, and expectations, maintaining a "Licence to operate" and providing strategic and practical financial advice to decision makers to ensure we operate within our budgets and deliver value for money.

The Senior Finance Business Partner is an internal finance consultant aligned to the New Zealand Police business portfolios. The position reports to the Executive Finance Lead and is responsible for the provision of trusted, insightful, and comprehensive financial advice and support to New Zealand Police Leadership.

The Senior Finance Business Partner is to:

- Understand the NZP and portfolio's key business drivers, cost drivers, pressures and risks using this knowledge to provide proactive, relevant, and integrated business and financial advice to business units, while retaining a NZP perspective as necessary.
- Provide sound strategic analysis and options, informing, and influencing decision making and presenting analysis to assess, support or challenge key decisions
- Participate in portfolio strategic planning as a trusted advisor to portfolio leadership teams
- Research, analyse and present historical, current, and future projected financial information for use in planning, reporting and operational decision making for proposed budget initiatives and investment cases as required
- Ensure the provision of timely and accurate information and business support to assist financial and operational decision-making and management
- Support the delivery of accurate and effective financial budgeting and forecasting.
- Act as a catalyst in driving initiatives critical to delivering the Finance and NZP Strategy.
- Mentor and coach junior staff as required including less experienced business partners to develop talent and build the people capability required to deliver outcomes.
- Work within constraints such as the Public Finance Act, NZ GAAP, Treasury Instructions and Treasury Circulars in the New Zealand Police context.
- Respond to the changing needs of Finance and NZP performing other tasks as reasonably required.

Note

1. Senior Finance Business Partners will be assigned a business unit portfolio as well as other relevant projects. There is an expectation that Senior FBP will rotate portfolios every 2-3 years. This strengthens Finances knowledge across the organisation and allows professional and personal development opportunities.

2. This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review.

Responsibilities (what you'll be doing)

The **Senior Finance Business Partner** will**:**

1. Keep Our People Safe

- Exercise your health and safety due diligence.
- Foster a safe and supportive culture by leading the integration of safety, health, and wellbeing into all aspects of the workplace including planning, training, and operations.
- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Monitor health and safety events, encourage near miss reporting, debriefs with a lessons-learned mindset, and resource incident reviews to a level commensurate with their significance.
- Proactively manage employee preventative health initiatives and return to work from injury or illness.

2. Business Partnering

- Act as a key business partner and coach to the Executive and their leadership teams throughout the portfolio as required, helping to ensure the success of any business initiatives and alignment with Police's organisational goals.

- Deliver timely, accurate and forward-looking financial information and business support to ensure effective financial management, oversight, decision-making and risk management.
- Identify and escalate issues and risks (actual, budget, forecast) clearly and quickly to relevant portfolio leadership teams and Executive Finance Lead.
- Link financial and non-financial information together so that managers understand the impact of decisions on their financial performance and that of Police as a whole, providing them with options to achieve their business objectives within financial parameters
- Consult, challenge, and guide portfolio thinking to achieve sound decision making that maximises the benefit from financial resources.
- For the assigned portfolio, develop strategies to deliver outcomes required, proactively determine financial resource requirements to implement them, and work to secure the necessary resources.
- Deliver the implementation of budgeting and forecasting process to ensure accurate and timely financial plans that are strategy led and aligned to business plans.
- Contribute to the effective delivery of the portfolio's outputs by active involvement with relevant key proposals and strategies.
- Contribute to the development and/or validation of business cases, ensuring benefits can be achieved, resourcing is realistic and the correct processes and policies for consideration of cases are followed (i.e., meeting respective governance group requirements and timelines).
- Provide direction to key stakeholders and managers identifying and managing operational tensions and competing priorities to achieve NZP focused benefits
- Provide appropriate support to Official Information Act (OIA) and other official questions as required
- Actively look for opportunities to connect the work of the various portfolios together and with other groups across Police so that the collective effort of these Groups positively contributes to Police's objectives.
- Support Executive Finance Lead in ensuring key issues and risks within the portfolio are proactively highlighted and monitored and the Finance Business Partnering Group's work programme is successfully delivered
- Keeps up to date with current trends in finance and maintains professional networks.

3. Team/Staff Management

- Champion continuous improvement of staff capability across all of Finance.
- Leads, coordinates, develops, and monitors the work of the team.
- Plans, develops, and monitors the performance of staff in the team ensuring that they are motivated, trained and encouraged to the best of their abilities.
- Provides leadership and direction for the team and acts as a role model
- Leads and manages the team in relation to:
  - Human resource, project, financial and communication management
  - Ensures systems and behavioural alignment to the integrity, ethics, and values of the organisation
  - Ensures the promotion of values and ethics within the team
  - Encourages behaviour that develops a constructive culture as described by the identified ideal culture.
  - Engage with Executive Finance Lead and stakeholders to develop measures to enable performance monitoring.
  - Act as a role model in the areas of professional commitment and business management to build an environment that value and supports the delivery of exceptional service.
  - Ensure annual performance objectives, development plans, and annual reviews are completed for each staff member as part of the Police Performance and Development cycle.
  - Provide appropriate support to Official Information Act (OIA) and other official questions as required.
  - Carry out other functions skilled and/or qualified to perform as directed

4. Relationship Management

- Act as the trusted advisor to the portfolio Executives and their leadership team
- Develops and fosters an understanding of roles and responsibilities with key stakeholders.
- Actively engage with stakeholders to motivate and build commitment to actions/projects/tasks that progress Police's vision, values, systems, and processes

- Build, develop, grow, and understand business relationships vital to the success of the portfolio and NZP.
- Understand the relationships to contribute to achievement of the objectives of the portfolio and facilitate the growth of strong working relationships between the Finance team and key stakeholders.
- Actively build communications channels across the Finance Leadership Team to ensure alignment and commitment to NZF Finance goals.
- Establish and maintain positive and constructive working relationships with relevant internal stakeholders including Finance Leadership Team.

5. Customer Management and Continuous Improvement

- Champion and embed a total customer service focus across the Finance Group.
- Influencing across the finance function to ensure finance provides a seamless customer service and that there is effective direction for the business
- Act as a change agent in working alongside the organisational change where this relates to finance related activities.
- Ensure your customers are supported towards using the right policies, processes, and forums
- Collaborate on the research, design, and development of finance initiatives in support of the portfolio's strategy, using your expert knowledge of the portfolios' business.
- Work with the Executive Finance Lead and other Finance leaders to enhance delivery and support improvement across the financial frameworks.

6. Universal Responsibilities

All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The **Senior Finance Business Partner** can expect to build and maintain effective relationships with:

Internal	- Executive of assigned portfolio and their respective leadership teams - Executive Finance Lead - All other Finance colleagues including Business Advisors (or equivalents) - Relevant teams outside Finance i.e. People Services - Any other business groups as requested or required to fulfil the position requirements
External	- Relevant external agencies and organisations that will enhance service delivery (including equivalents on other agencies)

Position Specific Competencies (how you'll deliver results)

To be successful in this role, the **Senior Finance Business Partner** will:

- Have significant experience acting as a Finance Business Partner (5-10 years, 5-7+ years post Chartered Accountant) in a large complex and diverse government organisation
- Strong working knowledge of relevant standards, principles, policies, systems and processes, guidelines and regulations including the Public Finance Act and PBE IPSAS.
- Proven quantitative and qualitative analytical and evaluative skills incorporating complex problem-solving, sound decision making and creative thinking at a senior level
- Strong experience in driving outcomes and managing diverse stakeholder interests
- Strong analytical, strategic, and planning skills as well as being commercially savvy
- Demonstrated ability to overview and consider principles alongside being pragmatic
- Demonstrated ability to establish and maintain successful working relationships at all levels
- High standards of professionalism and performance driven with a demonstratable commitment to ongoing professional development
- Strong team player and ability to collaborate and contribute at senior leadership team level
- Significant experience in leading teams and strong people management skills
- Strong interpersonal skills with a high level of EQ and the ability to work well with staff outside PNHQ
- Significant experience with report writing and business cases
- Excellent written and verbal communication and presentation skills and ability to articulate complex messages clearly, simply, and concisely (including translating data into information and insights)
- Growth mindset/continuous improvement focus re customer service delivery
- Ability to fully participate in and or drive successful change initiatives
- High level of computer literacy with all core products (including Excel, Word, PowerPoint, Power BI)

Additional information: (what you need to know)

Required Qualifications

- Full membership of Chartered Accountant of Australia New Zealand (CA, CAANZ), CIMA or equivalent

Pre-Employment Checks

- Not a children's worker, standard vetting required.
- Drug and alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.

Work Environment

- Flexibility options: Flexible work options available.
- Travel requirements: Limited, but maybe required to support the business.