

# Position description

<b>Position title:</b>	Finance Graduate	<b>Team:</b>	Various, dependent on rotation
<b>Division:</b>	Finance	<b>Reports to:</b>	Finance Manager
<b>Department:</b>	Various, dependent on rotation	<b>Direct reports:</b>	0
<b>Unit:</b>	Various, dependent on rotation	<b>Indirect reports:</b>	0



## Our commitment to te ao Māori

Auckland Council is committed to the principles of the Treaty of Waitangi – partnership, participation and protection – as such, we work with our iwi partners and the wider Māori community to meet their needs and aspirations for the city.

As a Finance division we are committed to learning about and experiencing Māori protocols or Tikanga in relation to visiting a Marae, learning how to recite an opening and closing karakia and a personal mihi, and incorporate the use of Te Reo Māori in our written correspondence.



### Purpose of the job

Finance Graduates will have the opportunity to rotate through key functional teams over the course of the 2-year programme, and gain a broad range of experience and build a network across the Finance division.

Rotations are set depending on business need and the incumbent's learning and development. Each rotation will include a mix of on-the-job learning and stretch projects, alongside work allocation typical for the area in which they rotate. The graduate is responsible for performing work allocated and contributing to relevant activities and projects as required.

Rotations may be located at different service areas/offices and require travel, including to other Council buildings, customer premises and other work sites.

Rotations:

- The graduate will rotate through the Finance division, spending 6 months in each department.
  - **Group Treasury** - Funding and working capital management, balance sheet optimisation, financial control, accounting services (AR, AP, Credit Control), rates, valuation and data management
  - **Financial and Business Reporting** – Financial and business advice, management reporting, business planning, investment decision support.
  - **Financial Strategy and Planning** – Financial planning and budgeting strategy, group financial budget setting, financial policy setting
  - **Financial Transformation** – Continuous improvement, process automation, investment management and project delivery
- Rotations are set depending on business needs and the Graduate's learning and development requirements.



### Key responsibilities

- Be aware of, and demonstrate, the principles of **Our Charter**. This sets out the expectations for conduct at Auckland Council.
- Effectively carry out work allocated either independently or as a team
- Identify opportunities to contribute to team or business objectives and actively seek to provide input
- Identify and recommend opportunities for improvement
- Develop and maintain effective relationships with internal and external stakeholders
- Manage conflict effectively to ensure a functional professional relationship is maintained
- Provide excellent customer service to both internal and external customers
- Take responsibility for identifying own learning and development needs and apply learnings to advance professional competence

### Auckland Council behaviours



**SERVE**

Aucklanders serving Aucklanders



**DEVELOP**

Step up from good to great



**COLLABORATE**

Success comes when we work together



**ACHIEVE**

It's up to us to make it happen

 <p><b>Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Work is completed in a timely manner and to a high standard</li> <li>• The individual is recognised as a valuable contributor to achieving team and business objectives</li> <li>• Offering fresh ideas that encourage innovation</li> <li>• Process improvements are identified and implemented</li> <li>• Mutually beneficial relationships are developed and maintained</li> <li>• Business objectives are met</li> <li>• Auckland Council customer service standards are consistently met</li> <li>• The reputation of the individual, their immediate team and Auckland Council are enhanced</li> <li>• Learning and development needs are communicated and incorporated into a performance development plan</li> <li>• Opportunities to participate in learning activities are proactively undertaken</li> </ul>
 <p><b>Key skill</b></p>	<ul style="list-style-type: none"> <li>• Understanding of Te Tiriti o Waitangi and its relationship to Local Government</li> <li>• Knowledge of tikanga Māori and an ability to relate with iwi and hapu</li> <li>• Proficient in the use of Microsoft Office applications, particularly Excel and Word</li> <li>• Possess strong verbal and written communication skills</li> <li>• Excellent time management and organisation skills</li> </ul>
 <p><b>Job requirements</b></p>	<ul style="list-style-type: none"> <li>• Be eligible to work in New Zealand, or eligible to apply for a Post-Study Work Visa.</li> <li>• A New Zealand accredited tertiary qualification, diploma, degree or higher in a relevant field, specifically Accounting, Finance and/or Information Management.</li> <li>• No prior work experience required; however, work experience (paid or unpaid) in related field is an advantage.</li> </ul>

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

<b>Approving manager:</b>	<b>Version date:</b>		
Brian Chan (Finance Manager)			
 <p><b>Job framework</b></p>	<b>Job function:</b>	<b>Job family:</b>	<b>Job:</b>

**Auckland Council behaviours**



**SERVE**

Aucklanders serving Aucklanders



**DEVELOP**

Step up from good to great



**COLLABORATE**

Success comes when we work together



**ACHIEVE**

It's up to us to make it happen