

# Position description

<b>Position title:</b>	Finance Graduate	<b>Team:</b>	Finance and Business Performance
<b>Division:</b>	AC – CFO	<b>Reports to:</b>	Commercial Finance Manager
<b>Department:</b>	Finance and Business Performance	<b>Direct reports:</b>	NIL
<b>Unit:</b>	Finance and Business Performance	<b>Indirect reports:</b>	NIL



## Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the directorate's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Performance Measurement Framework – Kia ora Tāmaki Makaurau



## 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. Day to day during a rotation may also require some travel to other Council buildings, customer premises and other work sites as required.



## Key responsibilities

- Be aware of, and demonstrate, the principles of **Our Charter**. This sets out the expectations for conduct at Auckland Council.
- Be aware of, and demonstrate, **Our Behaviours** in ways that support inclusivity and adaptability in every aspect of our work.
- At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our **Health and Safety Policy Statement** and our **Health and Safety Management Framework (SMF)** explain the specific HSW duties applicable to this role, including Injury Management responsibilities applicable to people leaders."
- Rotations of 6 months in departments, which are set depending on business needs and the Graduate's learning and development
  - Group Treasury - cashflow management, debt raising, financial control, accounting services (AR, AP, Credit Control), bank reconciliations and allocations
  - Finance and Business Performance – business partnering, 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
  - Procurement – capital or operations procurement, purchasing, contract management
- Effectively carry out work allocated either independently or as a team
- Identify opportunities to contribute to team or business objectives and actively seeks 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



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 <p><b>Outcomes</b></p>	<ul style="list-style-type: none"> <li>• You can pronounce and use basic te reo Māori in emails, meetings and conversations. You understand, demonstrate and value the use of tikanga where appropriate.</li> <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>• 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> <li>• Offering fresh ideas that encourage innovation</li> </ul>
 <p><b>Key skills</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, and Finance.</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>		
General Manager – Financial and Business Performance	July 2021		
 <p><b>Job framework</b></p>	<b>Job function:</b>	<b>Job family:</b>	<b>Job:</b>
	Finance	Generalist	Graduate Finance

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