

WDC Finance Analyst

Position Description

Business Unit	Finance	Reporting to	Financial Controller (WDC)
Department	Project team	Direct Reports	TBC
Location	Waikato District Council	Grade/Band	TBC
Delegations	Nil	Review Date	1 July 2026

About the Organisation

This organisation is a new joint Council Controlled Organisation (CCO) for Hamilton City Council (HCC) and Waikato District Council (WDC) that will take over the provision of water services from 1 July 2026. This transition will occur in stages such as the current Watercare contract for Waikato District Council transferring to the CCO on 1 July 2026.

An Establishment Board, made up of an Executive Chair and two members, will be set up from 1 July 2025. This Board will manage the transition of staff, assets, and responsibilities from both councils to the new CCO.

Between July 2025 and July 2026, the Board will also begin shaping the CCO's long-term direction, including creating a Water Services Strategy to ensure safe, reliable, and efficient water services that support community wellbeing.

Position Purpose

This role supports Waikato District Council's financial workstreams as part of the transition to a new Council-Controlled Organisation (CCO).

The Financial Analyst will work collaboratively with Hamilton City Council and other stakeholders to ensure the accurate and timely transfer of financial assets, liabilities, and operations. The role is hands-on and focused on ensuring financial readiness for the go-live date.

Accountability	Deliverable
Financial transition	<ul style="list-style-type: none">Financial aspects of Waikato District Council's transition to the new CCO are well coordinated, including the preparation and transfer of financial data, assets, and liabilities.Financial records are accurate, complete, and compliant with relevant standards and policies, ready for transfer to the new CCO.

	<ul style="list-style-type: none"> • Financial systems and processes that support the new entity are established. • Reconciliations, transition reports, and audit-ready documentation is accurately and completely prepared. • Development of transitional budgets and financial forecasts are well supported. • Assist with the configuration and testing of financial systems for the new entity. • Contribute to the design and implementation of new financial processes and internal controls. • The overall transition project plan is supported by ensuring financial milestones are met. • Financial risks and issues are identified and mitigated during the transition period. • Financial reporting throughout the transition is transparent and timely.
Stakeholder alignment and advice	<ul style="list-style-type: none"> • Work effectively within the CCO Establishment team to support transition to the CCO. • Collaborate closely and effectively with Hamilton City Council teams and other transition partners to align financial processes, reporting, and system integration. • Joint planning sessions, workshops, and financial working groups are provided with worthy contribution. • Foster and maintain positive relationships with other team members, project teams, external providers, stakeholders and end users. • Provide advice, recommendations and support, as required within area of expertise.

Organisational Obligations	<ul style="list-style-type: none"> • Adheres to legislation relating to confidentiality, privacy and information management. • Responds to the changing needs of the organisation, performing other tasks, projects, programmes and/or functions as reasonably required. • Participate in and undertake emergency management duties as required, including training and exercises. You may be required to work in an area outside your core role to respond to an incident or emergency event. • Completes Civil Defence training and participates in events as required. • Champion a strong culture of health, safety, and wellbeing through visible leadership and full engagement with all related practices and policies.
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Key Relationships

Internal	Leaders within the CCO. Internal stakeholders that manage financial data, Waikato District Council finance team and people leaders.
External	Hamilton City Council teams, Audits NZ, specialist payment service providers.

Person Specification

Education	<ul style="list-style-type: none"> • Certified Public Accountant (CPA) or equivalent required.
Experience	<ul style="list-style-type: none"> • Strong understanding of financial accounting, reporting, and compliance. • Experience in asset and liability management, preferably in a transition or restructuring context. • Proficiency in financial modelling, forecasting, and data analysis. • Strong communication skills with the ability to convey financial information clearly. • Experience in local government or public sector environments is advantageous. • High attention to detail, integrity, and ability to work in a dynamic project environment.