

SHAPING AN
AWESOME
HAMILTON



FINANCIAL SYSTEMS MANAGER

FINANCE SERVICES

WHY WE ARE HERE

To improve the wellbeing of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - kia urutau/adaptability, kia ngaawari/simplicity, kotahitanga/inclusiveness, kaitiakitanga/guardianship, and kia manawanui /ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Finance Services Group. The purpose of this group is to support the business to achieve our mission.



WHAT YOU WILL DO

As Financial Systems Manager and a key contributor to Council’s regulatory and transactional systems, you will influence positive decision making, system behaviours, and the implementation of better working practices and innovative solutions to meet the future needs of the organisation. You will ensure the business is well educated and has the appropriate assistance when required by working closely with Finance, Information Services and Transformation.

Lead and support the Master Data Lead to develop and implement the operational framework of master data quality, in accordance with Council’s Data Governance strategy. As a senior member of the team, you will encourage best practice ways of working to enable your wider team to deliver on outcomes while also improving their performance, capability, and culture.

Reports to	Chief Financial Officer
Responsible for (total number of staff)	5
Delegation	\$0.00
Budget Responsibility	\$0.00

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Develop a high performing team that delivers quality system and master data support function to Council.
- That Council has confidence that all financial process, legal compliance, and risk is considered and managed.
- Financial systems roadmap aligns to the Financial Strategy and Objectives.
- Contribution and implementation are provided to the development of financial systems so that they are effective and continue to meet the evolving needs of the Finance Team and wider business.
- Input is provided into the development of master data framework and financial data model/hierarchy which is regularly reviewed, improved, and maintained.
- Controls, standards, processes, and procedures that ensure data integrity are implemented, documented, and maintained to enable the business to take ownership of their areas.
- Ownership taken for key systems and key controls are in place to maintain the integrity of the data (e.g., reconciliations, access).

- Troubleshooting financial system issues that may arise to ensure they are resolved, and any remedies are put in place.
- Relationship management with systems vendors, consultants and internal IS staff.
- Active participation and leadership of improvement initiatives to enable change.
- Lead, coordinate, and manage resolution of problems related to or affecting the financial systems.
- Manage the financial systems’ interface and connectivity with other internal systems and external parties including banks, service providers, vendors, customers, and others.
- Provide training, guidance and support to the organisation as required.
- Model and promote the organisation’s vision, purpose, and behaviours.
- Actively drive and contribute to the achievement of finance strategies and objectives.
- Drive for the standardisation of finance processes, reports, and frameworks across the organisation.
- Contribute to special projects as required.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It’s vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE, AND EXPERIENCE

You actively work at being the ‘best version of you’ and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- A proven track record of thinking differently, acting with integrity, working together, and making it happen.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.
- Membership within CA ANZ.
- Bachelor’s degree within Business or Accounting.
- At least 10 years’ relevant experience in financial accounting, financial systems, audit, or taxation.
- Experience in providing high level input into Change Management Process.



- Analytical ability and business acumen.
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Demonstrated success in leading significant projects and programmes of work.
- Ability to operate independently, anticipate requirements and monitor workload.
- Financial analysis and modelling skills.
- Experience working in local government or another complex environment (preferred, but not essential).

HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.