

Title: Finance Business Partner

Reporting to: Finance Business Partner Manager

Direct Reports: N/A

PURPOSE OF POSITION

The Finance Business Partner is responsible for delivering timely and accurate financial reporting and analysis to support both internal operations and external requirements across the Company and its subsidiaries. This role plays a critical part in the weekly and monthly reporting cycles, including the full month-end process—preparing journals, performing reconciliations and ensuring data integrity. A significant focus is placed on managing a high-volume fixed asset register, including disposals, capitalisations and revaluations. The role also contributes to the preparation of annual budgets, year-end financials and audit processes, while supporting continuous improvement in forecasting, financial modelling and budgeting practices.

The role actively monitors business performance and supports the Finance Business Partner Manager in providing best practice and service excellence across the Finance function in ensuring that all business needs are understood and consistently met through following best practice and company policies and procedures.

POSITION VALUES

The role of Finance Business Partner is considered a key position within the team, and it is expected that the Finance Business Partner maintains a high level of professionalism and integrity, displays a positive attitude and team focus, and is enquiring and articulate while ensuring the Company values are always upheld.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Finance Business Partner Manager and the Executive Leadership Team
- Finance team
- Network and Field Services departments
- Assets & Operations Support Manager
- All MainPower staff
- Key suppliers, advisors and consultants

ACCOUNTABILITIES	RESPONSIBILITIES AND PERFORMANCE MEASURE
<p>Internal Reporting</p> <p>Provide accurate and timely accounting support to the organisation in accordance with policy.</p>	<p>Primary:</p> <ul style="list-style-type: none"> • Maintain general ledger reconciliations, journals, and accruals to ensure they are properly processed and entered in an accurate and timely manner for Departments and Cost Centres. • Ensure balance sheet reconciliations and supporting documentation are in accordance with accounting and audit standards. • Review project stages and statuses to control the balance sheet assets under construction. • Prepare monthly reports for the Network and Field Services Departments and Cost Centres and provide financial and commercial analysis for department managers including key budget variances. • Support department managers with forecasting and provide financial analysis forecast variances against budget. • Assist with finance review of business cases. <p>Secondary:</p> <ul style="list-style-type: none"> • Ensure ad hoc reporting is completed within agreed timeframes. • Provide financial analysis as required by the Finance Business Partner Manager and GM of Finance.
<p>Fixed Asset processing and analysis</p> <p>Manage the timely and accurate maintenance and reporting of the Company's fixed assets.</p>	<ul style="list-style-type: none"> • Maintain current and accurate fixed asset registers, ensuring compliance with relevant account standards, tax treatments (working with the Financial Accountant) and regulatory requirements. • Review and process asset capitalisations, revaluations, and disposals on a timely basis. • Work with IT, Networks and Finance to ensure the asset processes continue to meet regulatory standards, accounting and tax rules, and business requirements. Drive process and policy changes where necessary. • Reconcile registers each month end including accounting to tax, and accounting to general ledger. • In due course additional RAB books will be required for Commerce Commission compliance purposes. • Provide meaningful reporting of assets under construction. • Ensure adequate governance over capital expenditure by analysing CAPEX spend against delegated authority and following up anomalies.

	<ul style="list-style-type: none"> • Prepare and maintain process notes for the finance functions relating to assets, including the capital expenditure function.
Budget Management Provide support to the Finance Business Partner Manager in the preparation of the annual budget.	<ul style="list-style-type: none"> • Assist in preparation of a comprehensive annual operating budget that captures key input from the Company's budget stakeholders. • Work with the Finance Business Partner Manager to establish and regularly review budgeting & forecasting models and templates to ensure relevant and required information is reported on and is clearly presented. • Provide support to the Finance Business Partner Manager by preparing consolidated expenditure versus budget reporting. • Assist budget holders in analysis of budget performance and completion of unbudgeted expenditure requests. • Monitor expenditure to ensure it complies with delegated authority levels. Prepare accurate and timely financial and management reporting, including analysis of variances and commentary to explain variances against budget. • Support the development and implementation of templates and processes for quarterly forecasting.
Statutory Compliance Provide support to the Financial Accounting & Reporting Manager for ensuring Company compliance with all statutory company administration, financial, taxation and regulatory requirements.	<ul style="list-style-type: none"> • Provide support to the Financial Accounting & Reporting Manager to ensure all statutory or regulatory returns, reports and disclosures are completed and filed within required time frames.
Health and Safety Leadership Provide support to the Finance Business Partner Manager to develop a culture of health and safety within the Finance team.	<ul style="list-style-type: none"> • Positively contribute to the Company's Health & Safety culture through active support and adherence to internal policies and procedures. • Demonstrate behaviours that promote HSEQ practices, policies, and values of the Company.
Professional Development Undertake all professional development required to maintain competency and accountability.	<ul style="list-style-type: none"> • Establish and implement personal Key Performance Indicators (KPIs). • Develop and regularly review individual performance, identifying opportunities to improve performance and achievement KPIs. • Report regularly to the Finance Business Partner Manager on matters of importance including achievement of team objectives and personal performance. • Attend regular training and experiences that support and maintain professional competency as appropriate for the role and wider Finance function.

<p>Documentation</p> <p>Supports Company practices by ensuring all finance processes and procedures are best practice and report to the Finance Business Partner Manager and/or GM Finance on all areas of responsibility as required.</p>	<ul style="list-style-type: none"> • Maintain a full understanding of all the Company's policies, procedures, and practices. • Apply and communicate best practice Accounting processes throughout the organisation; ensuring documented standard processes and appropriate controls are in place for the Finance departments activities. • Continuously evaluate and identify any opportunities or areas to drive improvements that can impact both company and customer experience.
<p>Team Participation</p> <p>Contributes to the wider team as required to achieve Organisational objectives.</p>	<ul style="list-style-type: none"> • Provide support to MainPower during emergency response and adverse weather events. This support may include secondment to other areas of the business as required in order to provide support to the customer and community. • Ensure the Finance Business Partner Manager is kept informed of all issues and developments pertinent to the effective and professional service of the Finance function to the rest of the business. • Participate fully in meetings with colleagues throughout MainPower, contributing as appropriate and supporting colleagues as required. • Undertake any further responsibilities as reasonably requested by the Finance Business Partner Manager and/or GM of Finance.
<p>Cover</p> <p>Provide support to the Finance Business Partner Manager in ensuring adequate cover of key Finance functions.</p>	<ul style="list-style-type: none"> • Provide cover for other Finance functions as required including cashflow monitoring, and tax compliance. • Provide cover for internal labour and plant rates and analysis. • Provide support and back up to other Finance team members to ensure a consistent delivery of all payroll and accounting services to the business.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

To be effective in the position, the Finance Business Partner shall have and be able to consistently demonstrate the attributes and behaviours described below:

- Actively demonstrate professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Be proactive, energetic, enthusiastic and positive in all dealings with colleagues and customers.
- Have tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with the Company objectives.
- Demonstrate a strong understanding and commitment to the values of the Company.
- Positive attitude to challenge, keen to expand knowledge and skills in all areas of the business.
- Make and implement timely decisions that have broad impact across the Company.

- Positively contribute to the Company's health and safety culture through active support and adherence to internal policies and procedures.
- Regularly update knowledge and skills through effective training and education.

COMPETENCIES – SKILLS AND EXPERIENCE

To be effective in the position, the Finance Business Partner will ideally have and be able to demonstrate the following skills and experience:

- Be in pursuit of a Chartered Accountant or CIMA qualification (or already be a qualified CA or CPA or similar).
- Advanced in Excel with proven skills in data analysis of large data sets.
- Experience with ERP systems.
- Self-motivated and driven - able to work autonomously and cope under pressured deadlines.
- Good team player with a questioning, inquisitive, challenging, problem solving mindset.
- Excellent communication skills, both written and verbal.
- Demonstrate a strong understanding and commitment to the values of the Company.
- Demonstrate a desire to learn about the role, the Company and the industry, to grow personally and to increase the value of the role to the Company.

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the Finance Business Partner position but to at least to provide a 'flavour' of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.