

**Title:** Finance Business Partner Manager

**Reporting to:** GM Finance and IT (GMF)

**Direct Reports:** 1 – Management Accountant

### **PURPOSE OF POSITION**

The Finance Business Partner Manager reports to the GM of Finance and IT (GMF) and is a member of the Finance Team of MainPower New Zealand Limited (the Company).

The Finance Business Partner Manager takes accountability for the management accounting function within the finance function and provides support to the business and the GMF in the strategic and operational leadership for the Company and the Group entities (the Group).

The Finance Business Partner Manager also proactively seeks to support the business and actively influences day-to-day decisions, shaping strategy and the direction of the business in the accurate and timely recording of the internal financial reporting, budgeting and forecasting of the Group and provides the GMF with advice and support.

The Finance Business Partner Manager provides support to the GMF in the leadership of a culture of service excellence within the Finance function ensuring customer and business needs are understood and that best practice delivery meets or exceeds expectations; all while ensuring health and safety standards are maintained.

### **POSITION VALUES**

The role of Finance Business Partner Manager is considered a senior position within the Company, and it is expected that the Finance Business Partner Manager maintains a high level of professionalism and integrity, displays a positive attitude and team focus, while being hands-on when required, and is enquiring and articulate while ensuring the values of the Company are upheld at all times.

### **KEY RELATIONSHIPS – INTERNAL AND EXTERNAL**

- GMF
- Finance Accounting and Reporting Manager
- The Executive Leadership Team
- Finance team
- All MainPower staff
- Customers
- Key Suppliers, advisors and consultants

## ACCOUNTABILITIES

### Leadership

Role model the Company's values and lead through positive influence.

### Business Partnering

Partner with business leaders to plan, organise, and monitor business activities to achieve performance

### Internal Financial and Performance Reporting

Manage the Company's internal financial reporting and ensure all financial records are accurate and timely.

## RESPONSIBILITIES AND PERFORMANCE MEASURE

- Is the Finance 'go to' in supporting business decisions and generating value through partnering and mentoring the business on financial matters.
- Provide support to the GM Finance in a senior capacity for the Finance function and strategy.
- Provide cover for the Finance Accounting and Reporting Manager.
- Ensure the team is fully staffed and competent through recruitment and performance
- Champion change and lead a constructive workplace culture within the team and the wider business.
- Establish and implement personal Key Performance Indicators (KPIs) and development plans for your direct reports; provide coaching and support to achieve team KPIs and goals.
- Support the business strategy by providing insight into business data to enable analytical and commercial input into decision making.
- Build and maintain key relationships within the business to be able to challenge, negotiate and influence in driving the business to consider future indicators and outcomes.
- Continue to develop internal reporting to assist the business with insight into the business drivers.
- Manage the Finance month end reporting process and ensure the provision of timely and accurate information.
- Support business area management in providing financial and operational decision-making support with the financial results.
- Review and monitor monthly ledger reconciliations and journals to ensure they are properly processed and entered in an accurate and timely manner.
- Oversee the maintenance of a current and accurate fixed asset register in compliance with relevant accounting standards and regulation.
- Provide support to the team in preparation and audit of the Group's annual financial statements and Commerce Commission Information Disclosure.
- Prepare monthly Board papers as required and attend

meetings of the Leadership Team, Board Committees and Board meetings to provide commentary and contribution to the discussions as required.

### **Budget and Forecast Management**

Delivery of accurate and effective financial budgeting and forecasting

- Responsibility for the end-to-end budget and forecast process including preparation of the consolidated annual operating and capital budget for MPNZ Group for presentation to the Board.
- Support the business through the forecasting and budgeting process.
- Establish and regularly review budgeting & forecasting models and templates to ensure relevant and required information is reported on and is clearly presented.
- Update the 10-year Group financial forecast on a monthly basis.

### **Projects**

Undertakes all projects as required by the GMF

- Ensures that each project has a detailed plan including specifications for completion including time, cost and quality milestones together with performance measures.
- Ensures that all project milestones and performance measures are met and reports to the GMF on a regular basis.

### **Financial Processes and Systems**

Ensure TechOne and other financial systems reflect appropriate financial controls and integrity, and all transactions are in accordance with the Delegated Authority Policy.

- Oversee the processing of financial postings.
- Review subledger transactions in the general ledger
- Annually review and update the internal recovery rates.
- Ensure ERP system integrity for financial reporting and contribute to the delivery of the TechOne Roadmap.

### **Compliance**

Ensure the Finance Team are compliant with all statutory and MainPower policy and procedural requirements.

- Maintain a full understanding of all the Group's policies, procedures, and practices.
- Ensure all policies, procedures and practices are understood by your direct reports and are being complied with, reporting to the GMF if and when compliance breaches occur.

### **Commercial Management and Business Analysis**

Provide advice and support to the business on commercial contracts to support the objectives and operation

- Ensure all appropriate financial information is prepared to support proposed agreements for the business as requested.
- Establishes and regularly review analysis models and

of the Company.

templates for relevancy and ease of use.

- Anticipate the need for and be proactive in pursuing financial analysis to support the objectives of the business.
- Undertakes financial and commercial analysis as requested.

### **Team Participation**

Work with the GMF and Leadership Team on matters of operational and strategic importance to the Company.

- Participate fully in meetings with colleagues throughout MainPower, contributing as appropriate and supporting colleagues as required.
- Ensures the GMF is immediately made aware of issues regarding any employees that could potentially lead to liability for the Organisation.
- Undertake any further responsibilities as reasonably requested by the GMF.

### **Documentation and Training**

Ensure that all financial systems are documented and remain current and effective. Ensure all users are properly trained and supported in Promapp.

- Maintain a full understanding of all the Company's policies, procedures and practices.
- Keep accurate records of updates and discussions for handover to the relevant department or person.
- Ownership of processes in the Promapp system.
- Ensure all financial systems and processes are appropriately documented and communicated using most appropriate method.

### **Health and Safety Leadership**

Provide support to the GMF to develop a culture of health and safety within the Finance Function.

- Positively contribute and promote the Company's Health & Safety culture through active support and adherence to internal policies and procedures.
- Model behaviour that promotes HSEQ practices, policies and values of the Company.

### **Professional Development**

Undertake all professional development required to fulfil the competencies and accountabilities of the role.

- Actively participate in all performance reviews and professional development with the GMF.
- In conjunction with the GMF, prepare and keep current a professional development plan.

## **COMPETENCIES – ATTRIBUTES AND BEHAVIOURS**

Success in this role requires a mix of commercial acumen, analytical skills, and an ability to build relationships, to communicate effectively on financial matters to the business. To be effective in the position, the Finance Business Partner Manager shall have and be able to consistently demonstrate the

attributes and behaviours described below:

- Actively demonstrate professionalism in influencing the day-to-day decisions, shaping strategy and the direction of the business
- Act as an interface or 'translator' between Finance and the operational parts of the business
- Display strong commercial awareness, understanding and anticipating the needs of both operations and management
- Interpret data, order and assess its value and then present actionable findings to the relevant stakeholders in a clear and concise way.
- Form, and stand by their opinions, having a well-developed sense of self-awareness and ethics.
- Be prepared to stand up for these principles but be comfortable with risk and working with ambiguity
- Articulate clear outcomes that are required and provide recommendations for how the outcome will be achieved
- Learn from the past, but future orientated
- Champion MainPower's "Health, Safety and Quality cause", set directions, define standards and values and embed continuous improvement inside and outside areas of responsibility.
- Regularly update knowledge and skill through effective training and education.

## **COMPETENCIES – SKILLS AND EXPERIENCE**

This role sees the Finance Business Partner interpreting the raw data and communicating this clearly especially to the business outside the finance function, with a clear indication of what actions are required. Success in this role requires a mix of commercial acumen, analytical skills, an ability to build relationships, to communicate effectively and to persuade, so people skills are critical. This is when the Finance Business Partner must challenge, coach, and motivate. In addition, successful finance business partners must also be able to identify and win over key stakeholders, to build relationships and persuade in order to achieve their objectives.

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

- Be a Chartered Accountant and a member of the New Zealand Institute of Chartered Accountants or equivalent.
- Proven experience in a management accounting at an intermediate to senior level.
- Proven experience with managing teams
- Proven experience in business planning and preparing operational budgets with experience in rolling forecasting.
- Demonstrates sound knowledge and competence of computer systems, including Word, Excel, complex ERP, and can embrace new technologies particularly including data analytics tool and Tech1 Data Analytics
- A strong understanding of implementing processes and procedures that ensure Company

compliance with legislative requirements.

- Exposure to strategic planning and implementation experience in a commercial organisation.
- Experience in reporting critical business advice to a senior executive or CE.

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the 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.