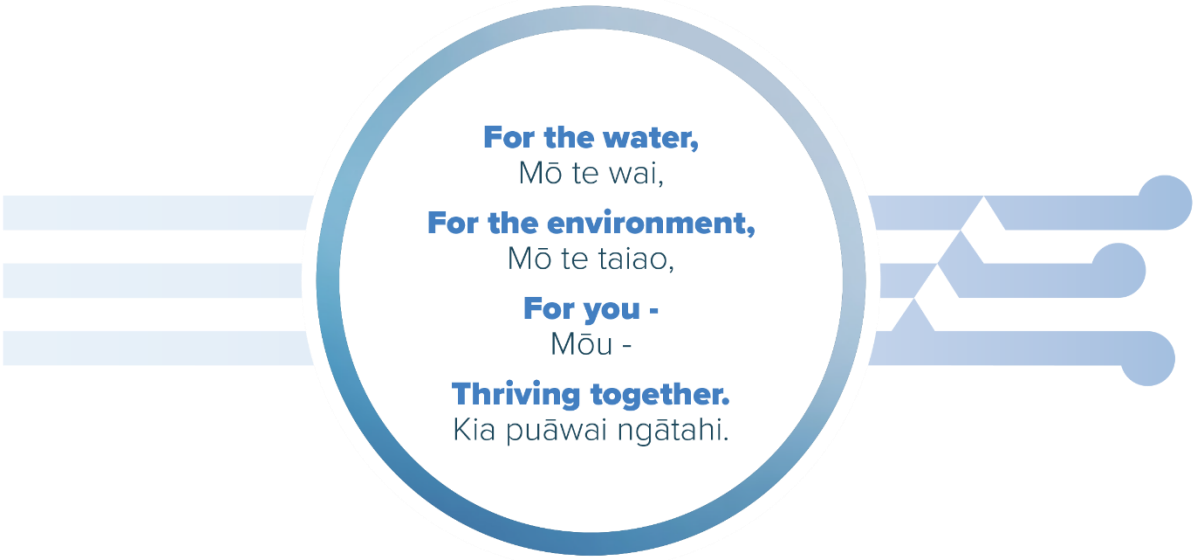
WAITĪ WATERS

Position Description

Position details

Position title	Finance Lead
Reports to	General Manager, Finance and Commercial
Direct reports	3 - 4
Location	Masterton head office
Delegations	[TBC]



About Waitī Waters

Waitī Waters is a water services council-controlled organisation established under the Local Government (Water Services) Act 2025. We are owned by South Wairarapa, Carterton, Masterton, and Tararua District Councils, in partnership with Rangitāne and Ngāti Kahungunu.

Our Board of Directors governs Waitī Waters and the Stakeholders' Forum of Council and iwi representatives provides oversight on behalf of our owners and partners.

From 1 July 2027, we'll deliver drinking water, wastewater and stormwater services to around 25,000 connections and 70,000 people. We'll manage close to $700 million in water assets, and plan to invest around $400 million over the next decade. Our service promise is simple: *delivering safe and sustainable water services our communities can count on*.

Our name, Waitī, comes from the Matariki star linked to freshwater, and the role it plays sustaining life and wellbeing.

About your group

Waitī Waters is made up of five groups:

- Service Delivery
- Infrastructure
- Finance and Commercial
- Customer, People and Safety
- Strategy, Regulatory and Governance.

Your role sits in the Finance and Commercial group. This group is responsible for Waitī Waters' financial sustainability, commercial discipline, technology capability and corporate infrastructure. The group brings together finance, economic regulation and pricing, procurement, technology and information, and property, facilities and fleet. It provides the financial strategy, systems and controls that underpin sound investment decisions and long-term affordability for customers.

About your team

The Finance team ensures Waitī Waters is financially sustainable, to enable delivery of safe, reliable, resilient and affordable water services. It is responsible for financial planning and performance, treasury activities, financial reporting, financial controls, pricing and revenue management, economic regulation reporting and financial assurance activities. The team provides the financial information, stewardship and advice needed to support operational, investment and strategic decisions across the organisation.

About your role

The Finance Lead leads the day-to-day finance function and ensures Waitī Waters has robust financial planning, management, reporting and control processes in place. The role is responsible for budgeting and forecasting, financial operations, statutory and management reporting, financial analysis and advice, treasury administration, financial compliance, audit coordination and the development of fit-for-purpose finance systems and processes.

The Finance Lead works closely with the GM Finance & Commercial, and managers across Waitī Waters to support financial sustainability, organisational performance and strong financial stewardship during the establishment phase and ongoing operation of the organisation. The role provides practical financial advice and insight to support informed decisions about budgets, services, resources and investment.

What you'll do

Responsibility area	Key Deliverables
ROLE-SPECIFIC RESPONSIBILITIES	
Financial planning, reporting, control and assurance	• Annual budgets, forecasts and long-term financial projections are coordinated and prepared in partnership with managers, providing a sound basis for organisational planning and decision-making. • Monthly, quarterly and annual financial reporting is accurate and timely, and provides clear insight into financial and operational performance, risks and opportunities for management, governance and external stakeholders. • Statutory financial statements, regulatory financial reporting and other external reporting requirements are completed to the required standards and timeframes. • Financial controls, accounting policies and procedures are fit for purpose, consistently applied and regularly reviewed. • Material variances, financial risks, control weaknesses and reporting issues are identified early, appropriately escalated and effectively addressed.
Financial operations	• Financial operations are delivered efficiently, accurately and in accordance with organisational policies and controls.

Responsibility area	Key Deliverables
	• Accounts payable, accounts receivable, banking, general-ledger and related financial operations are effectively led, appropriately controlled and delivered to agreed service and quality standards • Financial transactions and account balances are complete, accurate and supported by effective reconciliation and review processes. • Financial delegations, approval requirements and segregation-of-duty controls are consistently applied. • Effective working relationships with the Customer, Procurement and wider organisation support reliable billing, payment, purchasing and revenue-management processes.
Fixed assets and capital accounting oversight	• Effective oversight supports the integrity of fixed-asset and capital accounting activities. • Significant asset-accounting matters are addressed in accordance with policy and accounting standards. • Asset valuations and revaluations are appropriately planned and financially managed. • Strong collaboration between Finance, Infrastructure and project teams supports accurate asset information, capital forecasting, project reporting and financial analysis.
Treasury assurance and compliance	• Banking, cashflow monitoring, debt administration and treasury activities are managed effectively. • External audit processes are coordinated efficiently, and audit recommendations are actioned. • Financial compliance obligations and reporting requirements are met. • Appropriate evidence and assurance processes support organisational accountability and transparency.
Finance systems and continuous improvement	• Finance systems, planning tools and processes are continuously improved to support efficient delivery, reliable forecasting and high-quality reporting and analysis. • Opportunities to improve efficiency, controls, financial insight and reporting capability are identified and implemented. • Continuous improvement supports a scalable and sustainable finance function.

Responsibility area	Key Deliverables
Financial advice and decision support	• Managers receive practical financial advice that supports effective management of budgets, resources and performance. • Financial modelling, scenario analysis and performance insights support service planning, value-for-money assessments, pricing reviews, business cases and investment decisions. • Financial implications, risks and opportunities are clearly communicated, supporting informed decision-making and consistent financial discipline across Waitī Waters.
COMMON RESPONSIBILITIES	
People leadership	• Clear performance expectations are set and regularly reviewed for all direct reports. • Staff are actively developed through coaching, feedback and development opportunities. • Poor performance is addressed promptly and fairly. • A positive, inclusive team culture, consistent with the Waitī Waters 'How We Work' principles is fostered and workloads are actively managed. • Own professional development is actively managed, including maintaining relevant technical and leadership capability. • Contribute to organisational priorities and as a visibly active member of the leadership cohort.
Health and safety	• Own safety and the safety of others is actively managed at all times. • Full compliance with Waitī Waters health, safety and wellbeing policies and safe systems of work. • Incidents, near misses, hazards and risks are reported promptly through the designated system. • Health and safety risks within the team are identified, assessed and managed. • Team members are supported to complete required H&S training, inductions and emergency drills.
Emergency management	• Emergency management training and exercises are completed as required.

Responsibility area	Key Deliverables
	• Roster, on-call or call-out duties applicable to the role are undertaken. • Role-specific responsibilities under Waitī Waters' emergency response plans are understood and carried out when activated. • Team readiness for emergency response is maintained, including training, rostering and coverage planning. • Team resources are coordinated during emergency activations.

Who you'll work with

Internal	External
General Manager, Finance and Commercial	External auditors
Chief Executive and Executive Leadership Team	Banks and lenders
Finance team members	Financial advisers
Other Finance and Commercial Leads and teams	Commerce Commission and other regulators
Infrastructure teams	Insurers
Customer team	Software and finance system providers
Strategy, Policy and Performance team	Professional services providers
Budget managers across the organisation	
All Waitī Waters groups	

What you'll bring

Essential

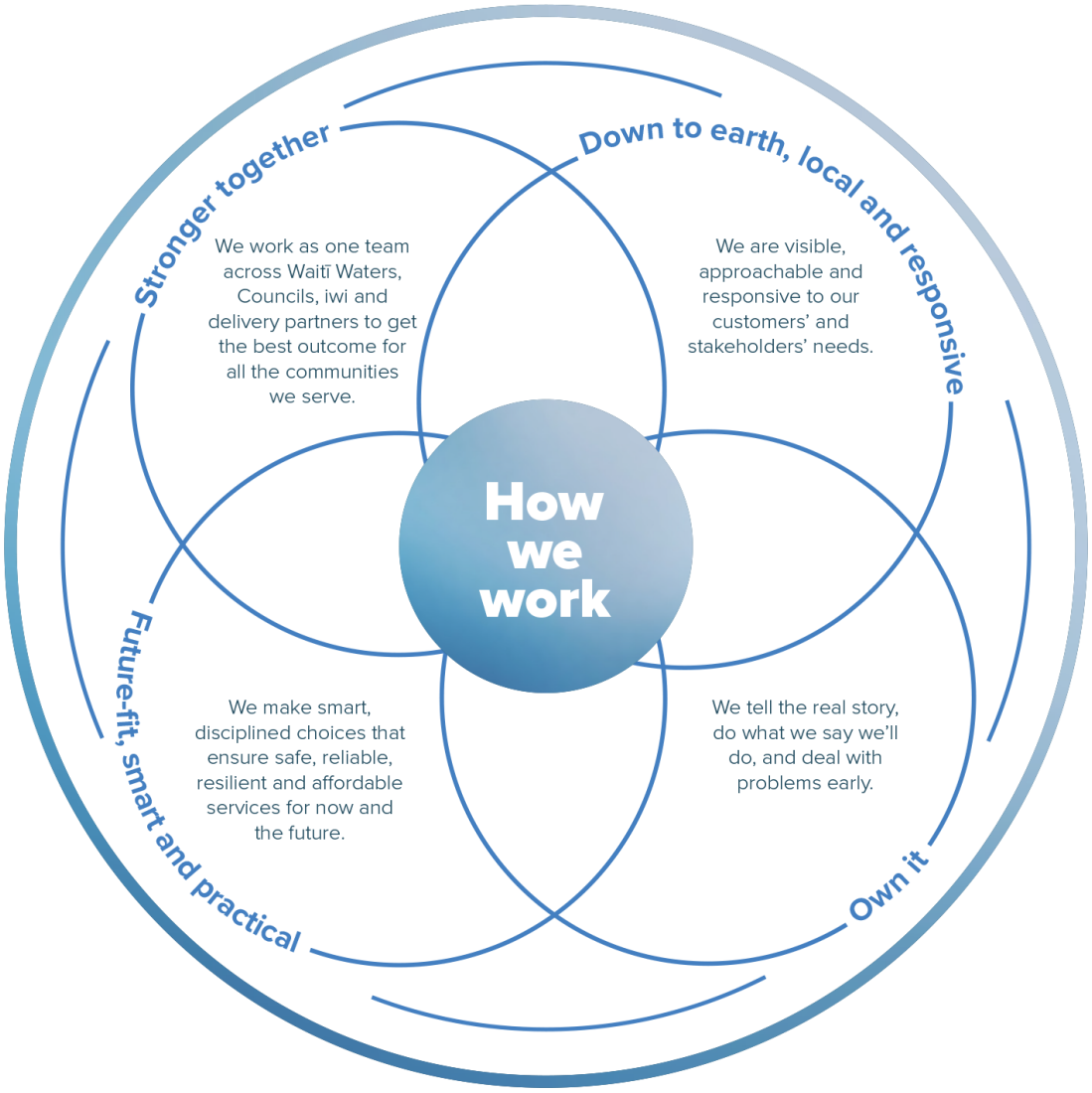
- Chartered Accountant qualification (CA ANZ or equivalent).
- Relevant tertiary qualification in accounting, finance, commerce or a related field.

- Significant experience across financial and management accounting, reporting, budgeting and financial control functions.
- Experience leading finance teams and developing high-performing staff.
- Strong knowledge of financial reporting standards, internal controls and audit processes.
- Experience implementing and improving financial systems, processes and controls.
- Strong financial analysis and modelling skills and the ability to financial and performance information into clear, practical advice for non-financial audiences.
- Commitment to sound public sector stewardship and continuous improvement.
- A commitment to working in partnership with iwi and hapū.

Desirable

- Experience in local government, a council-controlled organisation, infrastructure sector or regulated environment.
- Experience supporting the establishment or transformation of a new organisation.
- Experience with treasury management and long-term financial planning.

How we work



Changing this position

Waitī Waters is a new organisation, and roles are expected to evolve as the organisation matures. Waitī Waters may, from time to time, make reasonable changes to this position description in consultation with the position holder.