

# Job Description

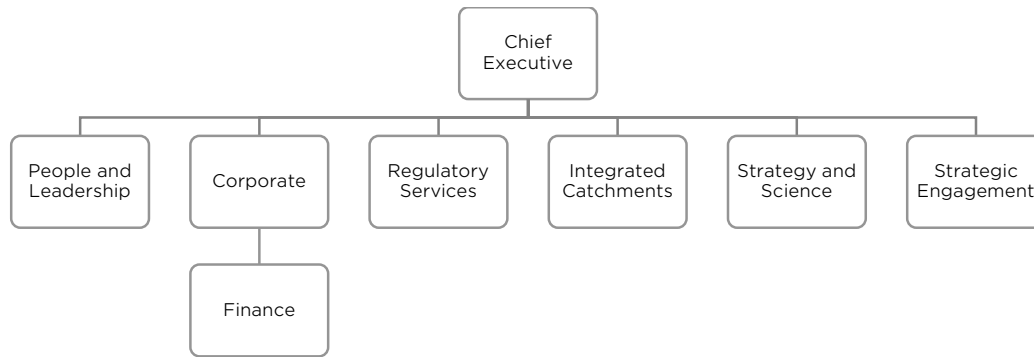


Job title	Finance Systems Specialist
Group	Corporate
Section	Finance Support
Responsible to	Finance Manager
Responsibility for employees	None
Date	September 2025

## Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> <li>○ He taiao ora - a healthy environment,</li> <li>○ He hāpori mata-hī awatea - future ready communities,</li> <li>○ Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities,</li> <li>○ He whanaketanga mauri tū roa - Sustainable development,</li> <li>○ Te Ara Poutama - The Pursuit of Excellence.</li> </ul> <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

## Our team



## Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to contribute to the efficient operation of TechnologyOne's core enterprise suite of products by coordinating and delivering a diverse range of advice, activities and support to the Finance team, and across the organisation. This position provides training and develops solutions for TechnologyOne products currently utilised by Council. These include Financials, Budgeting, Forecasting, Supply Chain Management, Asset Management, Enterprise Cash Receipting, Property & Rating, Contracts. This role serves as an understudy to the Systems Accountant (Grade 16), learning from this role and retaining an understanding the system work completed by this role in the interests of business continuity and knowledge retention in the organisation.

## Functional relationships

External	Purpose and frequency of contact	
• TechnologyOne - vendor	• Obtain information and gain technical advice and support	Weekly
• Software Providers	• Liaise	Weekly
• Local authorities	• Liaise with other local authorities as needed	Weekly
• Advisory groups	• Advocate Council's position at financial system forums	Occasionally
• Local and central government agencies and authorities	• Collaborate with other agencies to achieve joint initiatives	Occasionally
• Other TechnologyOne users	• Obtain and provide information and technical advice	Weekly
• Auditors	• Answer queries related to financial systems, provide supporting documentation	Occasionally

Internal	Purpose and frequency of contact	
• Daily contact with staff at all levels of the	• Answer queries, provide advice and guidance relating to the core	Daily

organisation and across all departments within Council	enterprise system and including procurement processes, activities and procedures	
	<ul style="list-style-type: none"> <li>• Ensure core enterprise system processes are being adhered to</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>• Consult and collaborate with internal system and process users to ensure that services provided by the core enterprise system meet the needs of the organisation</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>• Deliver procurement induction training to new staff and contractors</li> </ul>	Monthly

## Key result areas

The job encompasses the following major functions or key result areas:

- Service Delivery
- Relationship Management
- Systems Configuration and Set Up
- Corporate Contribution.

## Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<b>1. Service delivery</b>	
<ul style="list-style-type: none"> <li>• Provide practical and sustainable advice and services to the organisation that take account of Council's statutory functions and roles, processes and procedures and policy objectives.</li> <li>• Design, implement and communicate innovative and sustainable core enterprise system guidelines, processes, and procedures.</li> <li>• Develop and deliver training in conjunction with other corporate support teams</li> <li>• Identify and implement core enterprise system efficiency processing opportunities.</li> <li>• Maintain and enhance fit for purpose core enterprise system and procurement documentation, collaborating with teams to deliver this.</li> </ul>	<ul style="list-style-type: none"> <li>• Core enterprise system advice is well researched, well drafted, and effectively communicated.</li> <li>• Core enterprise system advice, including procurement processing, is of high quality, practical and solutions based.</li> <li>• Council has operational core enterprise system and procurement guidelines, procedures, and policies.</li> <li>• Exposure to financial risk is minimised through the identification of risk, provision of training and advice, and use of internal procedures and practices.</li> <li>• Non-compliant system processing issues are resolved or escalated.</li> <li>• Statutory and financial progress is monitored through key performance indicators, and achievements reported.</li> <li>• Operational guidelines, procedures and policies for the core enterprises system</li> </ul>

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> <li>• Monitor internal core enterprise system and ensure compliance with Audit NZ and internal audit is achieved.</li> <li>• Undertake specific core enterprise system projects relating to the financials and procurement processing, and provide ongoing monitoring as required.</li> <li>• Produce statutory documents, Long Term Plan, Annual Plan, Annual Report, Policy documents to a published standard.</li> <li>• Provide staff with training on Council's procurement systems and processes to a knowledge level relevant to their position.</li> <li>• Provide advice to staff on all manner of system queries, referring complex enquiries to the Finance Support Team Lead and/or the IT Business Analyst as required.</li> <li>• Develop and maintain a range of financial documentation to enhance the organisation's knowledge.</li> <li>• Coordinate and monitor financial and procurement performance reviews and assessment processes.</li> <li>• Undertake relevant duties as directed by the Manager.</li> </ul>	<p>are available and promulgated across the organisation.</p> <ul style="list-style-type: none"> <li>• Staff are provided with expert guidance and solutions to their issues relating to the processes of the core enterprise system.</li> <li>• More complex non-compliant core enterprise system matters are escalated to the appropriate person.</li> <li>• Staff have a good working knowledge of the core enterprise system, including procurement procedures, and new staff are inducted appropriately.</li> <li>• All coordination is completed efficiently, on time and to a professional standard that complies with internal policy and team standards.</li> <li>• Projects relating to the core enterprise system are completed in a timely manner with project objectives achieved.</li> <li>• Any other duties are completed in a professional and timely manner to appropriate standards.</li> </ul>
<b>2. Relationship management</b>	
<ul style="list-style-type: none"> <li>• Provide excellent customer service to internal and external customers alike and ensure that a professional manner is maintained with customers at all times.</li> <li>• Develop and maintain close working relationships with internal and external contacts as appropriate.</li> <li>• Act as a representative for Council at appropriate Local Government conferences and seminars, TechnologyOne user groups and other events held.</li> </ul>	<ul style="list-style-type: none"> <li>• Queries are dealt with in a professional and courteous manner.</li> <li>• Effective professional relationships are developed and maintained with internal and external contacts.</li> <li>• Professional image is conveyed in public forums.</li> </ul>
<b>3. Systems configuration and set up</b>	
<ul style="list-style-type: none"> <li>• Meet and promote all corporate responsibilities to specified standards.</li> <li>• Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</li> <li>• Meet policies and procedures identified in Council's BOPRC Policy and Standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate responsibilities are undertaken and completed accurately, and specified standards met within agreed timeframes.</li> <li>• Hazards are identified and all incidents and accidents reported.</li> <li>• Participate in any wellness programmes, such as stress management training and health monitoring.</li> <li>• Council records are created and maintained in corporate information</li> </ul>

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"><li>• Maintain confidentiality and statutory responsibilities detailed in the Privacy Act 2020.</li><li>• Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.</li></ul>	<ul style="list-style-type: none"><li>• systems, meeting specified information management standards.</li><li>• Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.</li></ul>
<b>4. Corporate contribution</b>	
<ul style="list-style-type: none"><li>• Learn from the Systems Accountant and gain an understanding of how ETLs are written and provide system support and knowledge to the organisation as an understudy of the Systems Accountant</li><li>• Provide reporting and analysis of data and information.</li><li>• Learn from the Systems Accountant and contribute to the development and implementation of new financial systems and procedures.</li><li>• Ensure all users have appropriate training and tools to undertake their roles.</li><li>• Learn from the Systems Accountant and ensure efficiency of integration between systems and non-system processes.</li><li>• Undertake other relevant duties as directed by the Finance Support Team Lead.</li></ul>	<ul style="list-style-type: none"><li>• Agreed project objectives and milestones are met.</li><li>• Work is conducted to a standard specified in project plans and in a way which complies with Council policy and legislation.</li><li>• Response to enquiries is provided in a professional and courteous manner.</li><li>• Advice provided is based on sound research and analysis and is provided in a timely and professional manner.</li></ul>

## Delegations

Delegations as set out in the Chief Executives Delegations Manual.

## Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- This role is required to operate within all organisational policies
- This role operates with support, input and guidance from the Finance Support Team Leader and CFO.
- This role provides core enterprise system advice, support, training and solutions to all staff.
- This role provides document control management, advice, support and solutions to all staff.
- Standard operating procedures/guidelines.

## Work complexity

Most challenging duties typically undertaken:

- Learning [as an understudy to the Systems Accountant] an extensive level of financial systems knowledge to ensure continual improvement.
- Applying knowledge of TechnologyOne's core enterprise system, including financial processing best practice, policies to continuously improve these functions.
- Meeting and completing deadlines, and in many cases, non-negotiable deadlines and providing quality advisory support in a complex and dynamic operating environment.
- Exercising initiative and sound judgment in what needs to be brought to the immediate attention of a senior member of the team and what may be actioned, or referred to others for action.
- Working to tight deadlines while managing the quality and timeliness of outputs.
- Use interpersonal styles and methods of influence to lead and guide others towards positive changes in behaviour.

## Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"><li>• An appropriate accounting diploma/degree, or equivalent relevant experience</li><li>• A valid driver's licence required*<sup>1</sup></li></ul>	<ul style="list-style-type: none"><li>• A professional industry specific diploma from Tech1 University</li></ul>

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"><li>• At least four years' experience using core enterprise systems</li><li>• At least two years' experience in a financial environment operating financial systems and manipulating data</li><li>• Successful use of core enterprise systems to improve business processes</li><li>• Working across teams to ensure effective business outcomes</li><li>• A high level of English language skills, both written and verbal</li><li>• A high level of numeracy accuracy</li><li>• A high level of computer literacy, with specific requirements for Word, Excel, Outlook</li><li>• A high level of document control management knowledge and processing experience</li></ul>	<ul style="list-style-type: none"><li>• Successful use of core enterprise systems to improve business processes</li><li>• Previous demonstrable training on systems management</li><li>• PowerBi experience</li><li>• Practical project management experience</li><li>• Experience in a similar role</li><li>• Previous experience with document control management systems</li><li>• Positive and energetic team member who gets things done</li><li>• Experience in a relevant local government environment</li></ul>

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<sup>1</sup> Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

## Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"><li>• Excellent analytical and research skills, including qualitative and quantitative analysis on complex issues.</li><li>• Ability to grasp the essence and underlying structure of new issues, and to [eventually] be comfortable handling risk and uncertainty.</li><li>• Learn from the Systems Accountant professional and technical knowledge of finance best practices through training or experience</li><li>• Demonstrate a high level of professional and technical knowledge of core enterprise systems, and procurement processing</li><li>• Ability to develop policies and procedures</li><li>• Strong interpersonal skills</li><li>• Well-developed verbal and written communication skills</li><li>• Excellent problem solving and analytical ability</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Ability to proactively identify risks and assess trends and opportunities for the decision maker.</li><li>• Working experience with core enterprise systems</li><li>• Excellent computer skills using the Microsoft Office suite</li><li>• Wide-ranging analytical and problem solving skills</li><li>• Comprehensive written and verbal communication, interpersonal and customer service skills, and the capacity to deal confidently and courteously with people at all levels</li><li>• Strong organisational skills, the ability to successfully complete several tasks concurrently, maintain high levels of attention to details, maintain document and record keeping and meet deadlines</li></ul>
Awareness	<ul style="list-style-type: none"><li>• Community, cultural and political awareness</li></ul>

## Personal attributes / key behaviours

- Negotiation skills with ability to resolve conflict situations
- Excellent judgement and initiative.
- Strong interpersonal skills.
- Accuracy and attention to detail.
- The ability to share specialist knowledge.
- Mature and methodical work ethic.
- The ability to multi-task and learn quickly.
- The ability to work well under pressure, and within non-negotiable timeframes.
- A positive attitude.
- The ability to be professional when dealing with internal and external customers.
- The ability to work well in a team or independently.
- The ability to influence and persuade by effectively communicating verbally and in writing.
- The ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- The ability to cope with a variety of work and sometimes, difficult situations.

- A high level of courtesy and excellent listening skills.
- A high level of honesty and integrity.
- The ability to maintain confidentiality.

### Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- The requirement to work outside of normal hours when necessary.
- Often required to provide assistance to members of the wider Corporate Group.

### Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

#### Approved:

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Manager

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Date

#### Discussed with job holder:

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Employee

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Date