

POSITION DESCRIPTION

Senior Finance Business Partner

Reports to:	Deputy Director Finance
Division:	Corporate Services Group
Tenure:	Permanent
Location:	Hamilton Campus
Date:	October 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The purpose of the Finance team, part of the Corporate Services Group within the portfolio of the Chief Operating Officer, is to provide best-in-class financial services, reporting and analytics to the University. The team is responsible for the provision of insightful performance reporting and measurement, as well as business intelligence and analytics. The team also manages the financial systems, financial data and financial policy and procedures ensuring the integrity and accuracy of financial information to support better decision-making across the University.

The Finance team works with staff across the University to facilitate strategic thinking, formulation of credible budgets and reporting of results to internal and external stakeholders.

2. POSITION PURPOSE

To provide a comprehensive range of financial management, commercial advisory, analytics and reporting support to the Division of Health and continue the proven track record of a high-performing finance business partnering service.

To provide financial leadership and partnership to the Director, Medical School Establishment Programme. This includes but is not limited to; governance, construction project commercials, procurement and contract negotiation advice, combined with owning transaction management, forecasting and reporting deliverables for the programme.

3. FUNCTIONAL RELATIONSHIPS

Internal: Chief Operating Officer
Chief Financial Officer
Deputy Director Finance
Financial Controller
Finance Team staff
Office of the Vice-Chancellor
Director, Medical School Establishment Programme
Pro Vice-Chancellor – Division of Health
Division Director, Division Manager – Operations
University staff and students

External: Consultants
Other Universities
Ministries and Crown Entities

4. KEY RESPONSIBILITIES

Financial Business Partnering

- Provide comprehensive commercial advisory and support services to the Division of Health.
- Provide financial leadership and partnership to assist the establishment of the New Zealand Graduate School of Medicine (NZSGM) within the Division of Health.
- Manage the preparation and review of the NZSGM and Division of Health budgets, periodic forecasts, monthly performance management reports and other financial modelling.
- Lead the interpretation and analysis of financial and non-financial results, engaging with the Division of Health to inform the creation of commentary and supporting action plans.
- Support the provision of financial information, review and recommend actions in respect of business cases/proposals for new programmes, initiatives and investments.
- Support and undertake ad-hoc reporting and special projects for the Division of Health, Finance or the University in alignment with University strategic objectives.
- Provide professional advice, and other assistance as required.
- Provide comprehensive commercial advisory and support services to the Division of Health.

Stakeholder Engagement

- Develop and maintain productive relationships with the Division of Health, implementing strategies to improve accountability for financial and non-financial performance.
- Provide specialist input to committees, meetings, and working groups relevant to the Division of Health and the Medical School Establishment Programme as appropriate.

Financial Risk and Control

- Maintain the University internal control environment to a level expected of an organisation funded with public monies, and in accordance with the standards set by the Office of the Auditor General.

- Contribute to and support the Division of Health and the Medical School Establishment Programme to ensure compliance to the University's financial policies and procedures.

Team Contribution

- Work effectively as a member of the Finance Team to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

Continuous Improvement

- Deliver business partnering services in accordance with annually agreed objectives and key performance indicators.
- Actively contribute to the ongoing development and improvement of the business partnering function.
- Work with other teams to ensure that the University maintains and develops its financial processes and systems, to mitigate risks and to maximise the use of current and new technologies.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Business Partner will be performing satisfactorily when:

- Stakeholders are receiving a high-quality service that is in line with their needs including the provision of advice and assistance in a timely manner.
- Initiatives that enhance financial performance, efficiency, or value-for-money outcomes within the Division of Health are proactively identified, evaluated, and successfully implemented. These initiatives are supported by robust analysis, stakeholder engagement, and measurable improvements aligned with strategic objectives.
- Accurate and clearly presented reports are provided within agreed timeframes. Periodic performance reporting and analysis is prepared to agreed standards and within specified timeframes.
- There is a productive and closely aligned working relationship with the other teams within the Finance Team.
- Interactions while performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings, committees and special projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Bachelor's degree in Finance, Accounting, Business or Economics.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Proven financial and commercial experience in complex organisations with greater than 10 years' experience in the delivery of business and/or consulting services.
- Experience supporting large-scale projects, including capital investments, with a focus on financial oversight and stakeholder engagement.
- Experience in financial accounting and a good working knowledge of financial accounting principles including sound knowledge of New Zealand equivalents to International Financial Reporting Standards (NZ IFRS) and New Zealand International Public Sector Accounting Standards (NZ IPSAS).
- Demonstrated experience in procurement planning, supplier evaluation, and contract management within complex organisations.
- Practical experience in creating and reporting on budgets and forecasts.
- Strong financial modelling, analytical and problem-solving skills and the ability to provide innovative and pragmatic solutions in a timely manner.
- Excellent interpersonal and communication skills, including the ability to build and maintain effective relationships with diverse stakeholders at all levels.
- Demonstrated ability to present complex information in a clear and accurate written and verbal format.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Demonstrated experience in applying technology to improve processes and information.
- Advanced Microsoft Office skills, including Word, Excel and PowerPoint.
- Commitment to EEO and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.

Preferred

- Chartered Accountants Australia and New Zealand (CAANZ) CA status (or equivalent) or completion of appropriate academic qualification and currently studying towards gaining CAANZ membership.
- Prior experience creating and delivering performance-based reporting with a focus on non-financial indicators.

PERSONAL QUALITIES

- Excellent interpersonal and communication skills.
- Ability to influence and negotiate with internal and external stakeholders to achieve procurement and project outcomes.
- Demonstrated ability to present complex information in a clear and accurate written and verbal format.
- Ability to professionally challenge the status quo and propose new delivery models.
- Collaborative team player that develops positive working relationships with colleagues and clients, ability to coach, develop and mentor staff.
- Excellent organisational and planning skills: delegating, coordinating and completing tasks efficiently.
- Shows a high level of initiative with the ability to assume responsibility.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.