

Briefing pack for Waikato Regional Council

Opportunity: Chief Financial Officer

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Robert—
Walters



The opportunity

Play a pivotal role in enabling effective decision-making and strategic delivery across Waikato Regional Council. As CFO, you'll oversee finance, statutory planning, portfolio management and performance systems that are essential to how the council operates. From managing treasury and rating processes to leading long-term financial planning and audit relationships, your work will influence both day-to-day operations and future direction. If you're driven by impact, collaboration and continuous improvement, this is a rare opportunity to lead from the centre.

About Waikato Regional Council

Waikato Regional Council works to protect and enhance the region's environment while enabling sustainable development. Serving communities across a diverse landscape, WRC delivers core services such as natural resource management, transport planning, biosecurity, flood protection, and regional strategy. The council plays a key role in balancing environmental priorities with the economic and social wellbeing of the Waikato region.

Their mission and values

Waikato Regional Council focuses on strategic resource management and long-term planning to protect the region's environment, support community wellbeing, and promote sustainable economic development for current and future generations.

Kia Tau (Respect)

Demonstrating respect in all interactions, fostering an inclusive and supportive environment, and valuing the diverse perspectives within the community and the organisation.

Kia Tika (Responsibility)

Upholding the highest standards of personal and professional behavior, making well-informed decisions, and being accountable to the communities and stakeholders served.

Kia Toa (Effectiveness)

Striving for excellence and innovation, delivering high-quality services, and making a positive difference in the region's development and environmental stewardship.

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Timeline

Please note that this timeline is a rough guideline and could change

Applications close	Deadline for applications to close.	Friday, 22nd August
Longlist Interviews	Behavioural based interviews conducted by Robert Walters with candidates assessed by WRC and Robert Walters.	To be completed by Tuesday, 2 nd September
Candidate Video Profiles	SparkHire videos to be completed by selected candidates.	To be completed by Friday, 5 th September
Shortlist Panel Interviews	WRC Appointment Committee conduct panel interviews with top 3 to 5 candidates	W/C 8th September or W/C 15 th September
Psychometric Assessments	Background check and psychometric assessments to be completed by final candidates.	TBC pending on below
Final Interviews and Presentation (TBC)	Appointment Committee conduct final interview with 2-3 candidates.	TBC
New Chief Financial Officer Appointment		TBC pending notice period.

Contact us



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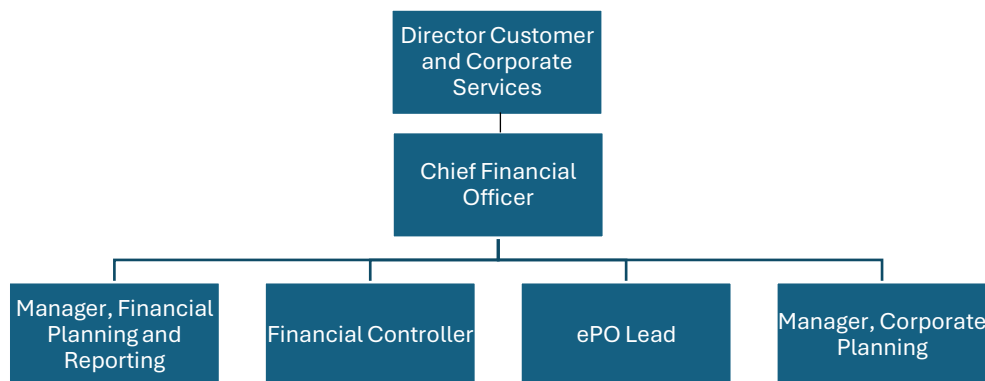
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Job Title	Chief Financial Officer
Directorate	Customer and Corporate Services
Reports to	Director
Responsible for (Total number of staff)	TBC
Job Purpose	To oversee the financial and non-financial performance processes for the organisation, including the development and review of key strategies and statutory planning and reporting documents. The Chief Financial Officer will play a vital role as an adviser to the Director, Executive Leadership Team and council on actions / interventions that will enhance the performance of the organisation across the scope of activities that the role is responsible for.
Direct Reports	4
Date	July 2025

Organisation Context

Directorate



Customer and Corporate Services

The Customer and Corporate Services directorate supports the Waikato Regional Council's mission through the provision of a broad range of professional services which ensure that the council is managing key resources appropriately. These services include finance, information services, customer experience, communications and marketing, organisational planning and reporting, legal and procurement services, property and facilities and a Portfolio Management Office.

Key Result Areas

Job holder is responsible for	Job holder is successful when
Programme of work	
Financial management <ul style="list-style-type: none"> • Ensure that financial services provided by the team meet the needs of internal customers. • Working with the executive to shape and define financial initiatives, intervention and programmes that support the strategic direction. • Oversee the treasury function and ensure the investment funds and borrowing programmes are managed in accordance with best practice. • Oversee Council's rating processes and debt management, including compliance with rate setting and assessment processes. • Ensure finance systems and controls operate effectively. 	<ul style="list-style-type: none"> • Plans and strategies give effect to organisation priority and needs • Interventions enhance productivity and accountability of directorates. • Finance systems meet internal customer needs. • Treasury function is managed effectively to minimise costs to ratepayers (maximise returns). Risks are proactively identified and mitigated. • Rate setting and assessment processes are compliant with Council policies and legislation. • Procedures enhance the ability of staff to do business efficiently and with the appropriate level of accountability. • Appropriate systems, process and controls are in place to safeguard the council.
Statutory planning and reporting <ul style="list-style-type: none"> • Oversee budgeting, forecasting and reporting processes to ensure that they are effective, transparent and management reporting is timely. • Lead the development of statutory planning documents required under the Local Government Act 2002 for the purposes of the Long-Term Plan, Annual Plan and Annual Report. • Lead the development and review of performance management frameworks and systems that ensure that Council's work programmes most effectively deliver to the strategic direction. • Ensure compliance with statutory reporting and audit requirements. • Manage the relationship with Council's appointed auditor. 	<ul style="list-style-type: none"> • Planning and reporting processes ensure that staff and elected members are informed and can make insightful decisions. • Effective performance management frameworks and processes are in place that inform future actions / interventions that enhance organisation performance. • No major issues are raised through audit engagements. • A constructive relationship is maintained with the appointed auditor. • Reporting is timely and accurate. • Issues are anticipated and resolved.
Portfolio Management Office <ul style="list-style-type: none"> • Oversee the effective operation of an Enterprise Portfolio Management Office. 	<ul style="list-style-type: none"> • Clear oversight of all major programmes of work is maintained by the Executive Leadership Team, including the escalation of issues and risks and associated interventions that may be required.

<p>Ensure that effective reporting and accountability structures are in place to support the successful delivery of Portfolios, Programmes and Projects across the organisation, with key issues and risks visible to the Executive Leadership Team.</p>	<ul style="list-style-type: none"> The relationship between Council's strategy and all programmes of work undertaken is understood and able to be articulated.
<p>Financial strategy</p> <ul style="list-style-type: none"> Lead the development and review of long-term financial strategies and plans that support the achievement of Council's strategy and ensure that Council is operating in a financially prudent manner. <p>Support effective strategic asset planning and management practices across Council's business</p>	<ul style="list-style-type: none"> Strategies reflect the current and future needs of the organisation and set a plan for their management.
<p>Leadership and Management</p>	
<ul style="list-style-type: none"> Build and maintain a commitment to the vision and values in alignment with corporate culture. Lead and foster a culture of open communication. Provide oversight and direction to staff. Hold regular staff catch ups and six-monthly performance reviews. Develop the people capability within the department / team. Actively participate in onboarding new staff. Foster collaborative teamwork within own department, directorate and WRC. Lead a culture of continuous improvement across the division. 	<ul style="list-style-type: none"> WRC values are modelled and always promoted. Formal / informal face to face meetings held. Staff know what is expected of them. Performance regularly reviewed; poor performance actively managed. Staff training needs identified and followed up; coaching and mentoring staff as required. New staff provided with clear direction / expectations, guidance and support. Collaborative teamwork ingrained as a part of the way we work. Changes in operating environment are proactively reflected in the way that the division operates. New technology opportunities are considered to ensure productivity, efficiency and effectiveness. Strategies reflect the current and future needs of the organisation and set a plan for their management.
<p>Health and Safety</p>	
<ul style="list-style-type: none"> Contributing to and participating in a positive health and safety culture. Active participation in health and safety meetings and activities. 	<ul style="list-style-type: none"> Staff encouraged to identify and report hazards and incidents. Understands and promotes a 'just' health and safety culture. All work environments are safe; work is undertaken safely and effectively.

	<ul style="list-style-type: none"> • Health and safety policies / procedures followed. • Hazards identified, managed and reviewed; direct reports involved in the hazard management review process. • Work related incidents / near miss events reported and recorded promptly. • Health and safety investigations undertaken promptly as appropriate. • Employee rehabilitation plans are developed and supported. • Leads health and safety audits and reviews. • Actively supports employee participation in health and safety activities.
Corporate Citizenship	
<ul style="list-style-type: none"> • Ensure compliance with all legal and statutory requirements and WRC policies. • Actively demonstrating excellent customer service in support of Council's customer. • Undertake civil defence training and assist the CDEM department fulfil their objectives. • Ensure appropriate risk management. 	<ul style="list-style-type: none"> • No significant noncompliance events: audits indicate a high level of knowledge of WRC policies. • Customer service centric organisational culture is understood and supported. • Customer service (internal / external) is respectful, professional, helpful, accessible, transparent and consistent. • Timely and accurate communication is provided to all customers. • Civil defence training is completed and assistance provided as necessary. • Risks are identified and mitigation plans are in place.

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Accountabilities and Delegations

Financial and statutory delegations will be exercised appropriately and within the defined parameters in the [Delegations Manual](#).

Operational delegation	\$150,000
Capital delegation:	\$150,000
Statutory delegations:	As per the Delegations manual.
Management delegations:	As per the Delegations manual.

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:

- Leading the development of corporate strategies in relation to financial and non-financial planning activities that give effect to the Council's strategy and balance the competing needs of the organisation.
- Overseeing the operational performance of the organisation, including the performance of significant work programmes. Provide recommendations to the Director and Executive Leadership Team based on performance indicators.
- Overseeing large, complex, and projects with high public interest.
- Balancing and resolving the conflicting priorities across the division, including in response to changing organisation priorities.
- Provide integration of financial and non-financial performance activities with the outcomes of other directorates.
- Ensure that services provided by the division meet the changing needs of the organisation.

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> Tertiary qualification in a relevant discipline Chartered Accountant (member of Chartered Accountants Australia and New Zealand or equivalent body) 	<ul style="list-style-type: none"> Masters level or similar tertiary qualification in a relevant discipline

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> Extensive experience in a senior management role (10 years). Experience with financial strategy development and implementation. Broad general management skills including strategic thinking, people leadership, business acumen and positive business achievements and financial management. Strong evidence of an ability to create a culture of innovation, collaboration, performance and transparency. Demonstrated political awareness and experience. Excellent communication skills – both written and verbal. 	<ul style="list-style-type: none"> Membership of relevant professional organisations. Experience in local government / public sector. Management in a multi-disciplinary and political environment Extensive networks in and credibility with the stakeholder community.

Work Function/Activity

Work Function
Mainly Sedentary Frequent sitting at desk or in meetings.
Repetitive Use Ongoing or frequent episodes of repetitive tasks, such as hand and finger movements when typing, using a computer mouse, or writing.
Driving (frequent) Regular need to drive a vehicle for work purposes. Significant distances travelled.
Mental activities Include a high level of cognitive functioning with communication, interpersonal, administration, interviewing, assessment, information gathering, evaluation, negotiation, planning, report writing, organisational problem solving and decision-making capabilities.

Key Relationships

External

- Residents and ratepayers
- Iwi leaders
- Relevant Government Ministers, local members of parliament and their senior staff
- Senior staff from other regional councils
- Mayors and councillors' local authorities
- Senior staff from local authorities
- Consultants and professional advisors
- Related industry representatives
- Audit service providers

Internal

- Chief Executive
- Executive Leadership Team
- Councillors
- Managers and staff

Competencies

Core Competencies
<p>Collaborates - Te mahi tahi</p> <p>Building partnerships and working collaboratively with others to meet shared objectives.</p> <p>Te mahi tahi kia tutuki ai ngā whāinga</p>
<p>Customer focus - Te tirohanga kiritaki</p> <p>Building strong customer relationships and delivering customer-centric solutions.</p> <p>Te whakakaha i ngā hononga ki ngā kiritaki me te whakaea i ngā hiahia kiritaki.</p>
<p>Drives Results - Te ū tonu kia eke rā anō</p> <p>Consistently achieving results, even under tough circumstances.</p> <p><i>Te ū tonu, ahakoa te taumahatanga o ngā mahi.</i></p>
<p>Builds effective teams</p> <p>Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.</p>
<p>Drives engagement</p> <p>Creating a climate where people are motivated to do their best to help the organisation achieve its objectives.</p>
<p>Instils trust</p> <p>Gaining the confidence and trust of others through honesty, integrity and sincerity.</p>

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– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required. No significant changes to this role description will be made without consultation and agreement of the job holder.