

Position description

Position title:	Data Analyst	Team:	Financial Data & Processes
Division:	Group Finance	Reports to:	Manager Financial Data & Processes
Department:	Finance Strategy	Direct reports:	Nil
Unit:	Finance	Indirect reports:	Nil



Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the directorate's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Performance Measurement Framework – Kia ora Tāmaki Makaurau.






Purpose of the job

To effectively and efficiently manage the provision of financial and non-financial data related to budgets and prospective financial information for the Council group, including data on performance against those budgets.




Key responsibilities

- Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council.
- Be aware of, and demonstrate, Our Behaviours in ways that support inclusivity and adaptability in every aspect of our work.
- At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our Health and Safety Policy Statement and our Health and Safety Management Framework (SMF) explain the specific HSW duties applicable to this role, including Injury Management responsibilities applicable to people leaders."
- Ensuring fully reconciled and quality-controlled data is available to support the work of the Financial Strategy and Planning department as and when needed, and in the form required.
- Work with the Financial Control team to ensure that actual results are available on a comparable basis and in way that will be useful for informing future budget and planning decisions.
- Maintaining strong join-up and collaboration with other teams in the department
- Continuously improve financial data, systems and processes to achieve more effective and efficient data management.

 <p>Outcomes</p>	<ul style="list-style-type: none"> You can pronounce and use basic te reo Māori in emails, meetings and conversations. You understand, demonstrate and value the use of tikanga where appropriate. Data management and reconciliation is completed to a high standard that meets or exceeds user expectations and external audit requirements Rework of data is eliminated Other teams in the department have access to the data they need at the right time, in the right format and they have a high degree of confidence in the integrity of the data Continuous improvement of data structures, systems and processes enables manual processes to be reduced or eliminated over time while increasing the availability of quality and easy to access on-demand data and information.
 <p>Key skills</p>	<ul style="list-style-type: none"> Excellent technical knowledge of financial and non-financial data management systems and process, including experience with using SAP Exceptional attention to detail • Strong problem-solving abilities and able to design, implement and clearly communicate improved data management processes A drive to constantly improve, innovate and simplify existing data processes Strong organisational skills with ability to prioritise, multi-task and meet tight deadlines within a fast-paced environment. Strong relationship building skills with the ability to clearly understand user requirements and negotiate buy-in to new process and procedures
 <p>Job requirements</p>	<ul style="list-style-type: none"> A tertiary qualification in accounting, finance, commerce, business management or information technology Minimum 3 years' experience in working with financial data and systems in a large complex organisation, including undertaking data reconciliation Extensive experience in working with financial systems such as SAP Experience with non-financial information systems A proven track record in successfully implementing data process improvements

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	Version date:		
General Manager Financial Strategy and Planning	April 2026		
 <p>Job framework</p>	Job function:	Job family:	Job:
	Finance	Analysis & Advisory	Finance

Auckland Council behaviours

 <p>SERVE Aucklanders serving Aucklanders</p>	 <p>DEVELOP Step up from good to great</p>	 <p>COLLABORATE Success comes when we work together</p>	 <p>ACHIEVE It's up to us to make it happen</p>
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