

POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World



Finance Analyst

Reports To	Finance Manager
Location	Nelson
Key Relationships	Internal: <ul style="list-style-type: none">• Senior Management Team• Leadership Team• Business Operational Units• Finance and Business Systems Team• Environmental and Infrastructure team• People and Safety Team
	External: <ul style="list-style-type: none">• Customers and Suppliers• Technology Providers• Auditors and other professional providers
Direct Reports	None
Delegated Authority	As per delegated authority guidelines.

SECTION A – OUR ORGANISATION

Port Nelson Limited (PNL) is owned by Infrastructure Holdings Limited (IHL), which is owned equally by Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity, *Kia āhei ki te kōkiri whakamua ki te taumata ā-rohe.*

Port Nelson is the maritime gateway for Te Taihū – a vital hub for economic activity and a key facilitator of our region's continued growth and prosperity. We are solution-focused offering world-class customer-orientated services alongside a highly experienced and knowledgeable team.

The values by which we operate our business are best described by the acronym ASPIRE, standing for:

ACCOUNTABILITY <i>To be accountable for our actions, our performance and outcomes.</i>	SAFETY <i>To act in a manner that prevents the risk of injury or danger.</i>	PASSION <i>To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.</i>
INTEGRITY/ HONESTY <i>To be truthful, upright and act according to what is right.</i>	RESPECT <i>To hold the people around us in high esteem and show consideration</i>	EXCELLENCE <i>To continually strive to be the best at what we do.</i>



SECTION B – POSITION PURPOSE

The Financial Analyst plays a critical role in analysing financial data, generating insights, and providing recommendations to support informed business decisions.

This role involves working closely with various business units to understand their financial needs, conducting thorough analyses, and presenting findings to senior management.

The Financial Analyst contributes to budgeting, forecasting, and financial planning processes, while also assisting in evaluating investment opportunities and identifying areas for cost optimisation.

SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
Financial Planning and Business Partnering	<ul style="list-style-type: none"> Partner with business leaders to develop and deliver budgets, forecasts, and financial plans aligned to PNL’s strategy. Provide clear insights on financial performance, including variance analysis and actionable recommendations. Support strategic decision making through financial input and commercial guidance Assist in the preparation of board reports including the statement of corporate intent, budget and forecasts and investment decisions.
Business Intelligence & Systems	<ul style="list-style-type: none"> Enhance BI reporting to deliver meaningful financial and operational insights Improve and maintain financial systems to ensure data integrity and accuracy Drive process improvements in reporting and planning
Investment Analysis	<ul style="list-style-type: none"> Develop and maintain financial models to support scenario analysis, investment evaluations, and planning. Evaluate investment opportunities and capital expenditure projects. Perform cost-benefit analyses, risk assessments, and financial due diligence to support decision-making.
Performance Analysis & Insights	<ul style="list-style-type: none"> Analyse financial and operational data to identify trends, risks, and opportunities Monitor external factors (market, industry, economic) and assess potential impacts
Risk Assessment	<ul style="list-style-type: none"> Identify financial risks and mitigation strategies Support sound financial governance and decision-making processes
Continuous Improvement	<ul style="list-style-type: none"> Supporting continuous improvement by actively identifying ideas to improve how we operate at PNL.
Health & Safety	<ul style="list-style-type: none"> Be a ‘champion’ of workplace health and safety by commitment through action and support of the health and safety strategy and initiatives. Lead by example and encourage, promote and support a safety-minded focus with open communication in the resolution of safety concerns. Challenge all unsafe acts or behaviours you observe. Apply, promote and support the Company’s Drug and Alcohol Programme. Report all accidents/incidents/near misses and new hazards identified at the earliest opportunity.
Other	<ul style="list-style-type: none"> Provide support and cover for other team members when needed. Participate in projects and/or carry out other functions as directed from time to time by the CFO or Finance Manager.



SECTION D – KNOWLEDGE, SKILLS & EXPERIENCE

Qualifications	<ul style="list-style-type: none">• Relevant tertiary commerce or business degree.• CA or CPA qualification desired.
Experience	<ul style="list-style-type: none">• 3+ years relevant commercial or industry experience
Skills and Knowledge	<ul style="list-style-type: none">• Confident and Proficient use of Microsoft software – Excel, Word and Power BI, and preferably experience with Business Central and Solver FP&A• Attention to detail and with an analytical, inquisitive mindset.• Excellent communication skills, including the ability to convey financial concepts to non-financial stakeholders.• Knowledge of accounting principles, financial regulations, and best practices.
Personal Attributes	<ul style="list-style-type: none">• Problem-solving abilities and the capacity to think critically and strategically.• Time management skills and ability to meet deadlines in a fast-paced environment.• Strong teamwork and collaboration skills to work effectively with cross-functional teams.

ACKNOWLEDGEMENT

I accept this job description identifies the key elements of the job for which I am accountable.

Confirmed by Employee

Signed:

Date:

