

Commercial Performance Business Partner

Jan 25

Reporting Relationship and Location	
Reports to:	Head of Commercial Finance
Team Business Unit:	Commercial Performance Finance
Purpose	
<p>This job exists to provide business partnering to key divisions within Auckland Airport by utilising investigative analytical skills, project management, financial modelling, and reporting skills to facilitate the company wide budgeting, business planning and reforecasting processes.</p> <p>The role requires an ability to:</p> <ul style="list-style-type: none"> • partner with the Executive Leadership Team including Chief Financial Officer, Chief Executive and the respective business unit Chiefs to drive commercial and operational performance. • provide and enhance commercial performance reporting and insights to key stakeholders. • ensure alignment of corporate strategy with business activities and investments. • provide accurate and timely budgeting and forecasting for business units including an ability to review, analyse and challenge key forecast assumptions and performance outcomes. • provide robust guidance and challenge on revenue, opex and capex activities and the associated financial outcomes. • provide high-quality decision support analysis to feed into the development of strategic initiatives, business casings and feasibility studies. • collaborate with the wider Commercial Finance and Financial Accounting teams to ensure financial results are timely, complete, and accurate. • assist with requirements for the design and user acceptance testing of finance tools and systems; and • build strong working relationships with multiple stakeholders at different levels across the business. 	
Key Accountabilities	
Business Analysis	<ul style="list-style-type: none"> • Provide financial analysis, KPI's and insight to supporting divisional strategy development. • Deliver timely and accurate KPI and operational performance information to stakeholders, in particular ensuring divisions receive an early warning of any key financial issues developing.

	<ul style="list-style-type: none"> • Gather, analyse, and report on relevant data to support development of strategic initiatives, capex proposals, business cases, feasibility studies and day to day decision making. • Maintain financial forecast models to support annual budgeting and long-term business planning. • Ensure budget and business planning forecasts are robust and provided in a timely manner in relation to the budgeting / business planning cycle. • Analyse information gathered from multiple sources, distinguish critical trends, user, and business needs and present for general understanding; and • Challenge existing business practices and strategies for facilitate “best for business” outcomes including review existing business processes and identify areas for improvement.
Business case development and design	<ul style="list-style-type: none"> • Develop financial forecasts and feasibility models to support new revenue and investment business cases for relevant divisions. • Develop business proposals that address business challenges and promote growth. • Liaise with subject matter experts to develop practical business solutions and either growth or improvement strategies; and • Manage and / or support the implementation of strategic initiatives and business solutions.
Customer insights	<ul style="list-style-type: none"> • Undertake analysis to identify and develop customer insights to support business initiatives and calibrate current performance.
Management Reporting	<ul style="list-style-type: none"> • Review, develop and help implement appropriate reporting methodologies, KPIs and dashboards for the divisions. • Provide monthly performance commentaries as required in relation to the for the allocated divisions for the Monthly Performance Report. • Support preparation of insightful interim and full financial results updates to investors as needed. • Work with internal customers to develop new technology analysis and reporting solutions or enhancements to existing practices and processes. • Develop insight that provides an impetus for business change including identifying best practice or continuous improvement opportunities; and • Provide comprehensive research and analysis to inform business decisions.
Relationship Management	<ul style="list-style-type: none"> • Provide technical and specialist advice to internal and external stakeholders on allocated divisional issues. • Liaise with internal and external counterparties to source critical information and reconcile data conflicts.

	<ul style="list-style-type: none"> • Liaise with subject matter experts to develop practical business solutions and growth strategies. • Provide advice and support to management on industry strategies and forecasts. • Represent Finance division's interest at appropriate forums and committees; and • Work effectively with other stakeholders across Auckland Airport divisions to deliver company strategies.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Role model Auckland Airport's commitment to "People First" Health, Safety & Wellbeing approach • Lead by example, demonstrating and communicating visibly safe work. • Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement. • Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing. • Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.

Key Challenges

The key challenges of this role are to navigate various aspects of finance while also contributing to strategic decision-making within the organisation. Some key challenges include:

- translating financial information to influence decision making;
- possessing strong financial acumen to analyse data, interpret financial statements, and understand complex financial models;
- integrating financial goals with broader business strategies;
- preparation and review of financial business cases;
- adept at identifying financial risks and developing strategies to mitigate them; and building strong relationships and collaborating effectively with colleagues

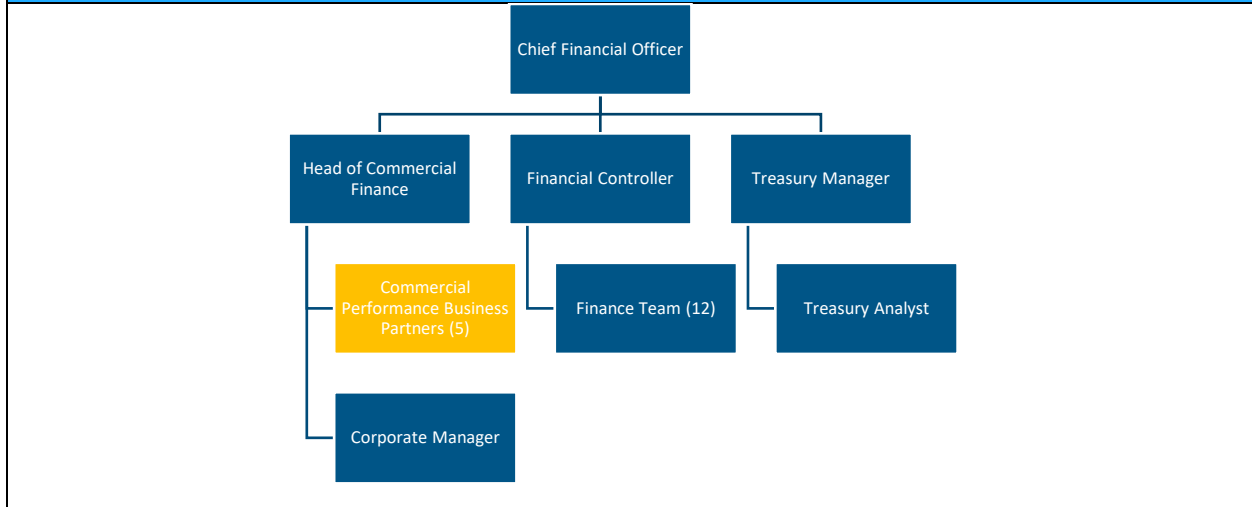
Financial Responsibilities and Authorities

Capital Expenditure		Operating Expenditure	
Staff Designation	Budgeted CAPEX Maximum Financial Authority	Staff Designation	Budgeted OPEX Maximum Financial Authority
Administration	\$5,000	Administration	\$5,000

Financial Authority

- Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader.

Structure Chart



Key Relationships

Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> Leadership Team. Office of the CEO. Finance business unit. 	<ul style="list-style-type: none"> To work across the business to identify, analyse, consolidate and report on operational and financial performance of the relevant business unit(s)
External	Purpose of contact with this person/s
<ul style="list-style-type: none"> Consultants. 	<ul style="list-style-type: none"> To utilise the external support of consultants in the provision of analysis, business cases, expert opinion or strategic projects relevant to your assigned business unit(s)

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> Tertiary qualification (or equivalent experience) in an economics, accounting, finance, research, analytical or a business-related field. 	<ul style="list-style-type: none"> CA/CFA status.




Knowledge / Experience

Essential	Desirable

<ul style="list-style-type: none"> • 10+ years of directly relevant experience in roles that provide directly relevant expertise • Proactive approach to analysis to deliver added-value business insights. • Excellent analytical and research skills, knowledge, and experience. • Financial modelling capability. • Proven leadership skills. • Proven relationship management / interpersonal skills. • Ability to effectively prioritise workload across multiple stakeholders. • Purpose led and values based. • Strong project management skills, including management of multiple projects. • Proven record in sales, influencing / persuading and commercial negotiation. 	<ul style="list-style-type: none"> • Hands on accounting system and report building experience (e.g. JD Edwards, Microsoft Analysis tools)
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Values

Whiria te tangata. Our values weave us together. They're what we stand for, who we are and how we think, feel and act.

 All in Tātou tātou	<ul style="list-style-type: none"> • People first • Seek understanding • Acknowledge others • Empathise and support • Diverse & inclusive
 Know How Kōkiri Tahī	<ul style="list-style-type: none"> • Explore and solve together • Curious and open • Bring your voice & share your skills • Unite and collaborate • Right people in the room
 Let's Go Karawhiua	<ul style="list-style-type: none"> • Challenge yourself • Take pride • Act with intent and integrity • Keep your word • Deliver excellence

Changes to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport's work environment, including technological requirements or statutory changes. This position description may be reviewed as

part of the preparation for performance planning for the annual performance cycle, or as required.	
Sign-Off	
Job-Holder	People Leader
Print Name: _____	Print Name: _____
Sign: _____	Sign: _____