Position Description

Date: November 2026

Position | Tūranga: Finance Business Partner

Responsible to | Tō kaiwhakahaere:	Group Performance and Analysis Manager
Direct Reports | Tangata whakahaere:	Nil
Indirect Reports | Ngā Ripoata Autaki:	Nil
Group | Tari:	Finance and Operations
Function | Wāhanga:	Organisational Planning, Performance and Analysis
Team | Tīma:	Organisational Planning, Performance and Analysis
Location | Wāhi:	Lincoln
Employment Type | Momo Mahi:	Fixed Term (February 2027 to April 2028)
Korn Ferry Grade | Taumata Korn Ferry:	17

Working Relationships | Ngā Whanaungatanga Matua

Internal | O roto	External | O waho
• Operational and System Leaders • People leaders across the organisation including Project Managers, Commercial and Science Support functions • Organisational Performance team members • Payroll and Finance Operations team members	• External auditors • Key partners and stakeholders

Organisational context

The Bioeconomy Science Institute Maiangi Taiao is a Crown Research Institute, owned by the New Zealand Government and governed by an independent Board of Directors, formed through the merger of AgResearch, Plant & Food Research, Manaaki Whenua - Landcare Research, and Scion.

Our purpose is to drive innovation and commercial outcomes in the bioeconomy, using research and technology to support enduring economic growth and resilience, a healthy environment and beneficial social outcomes for New Zealand. We pursue opportunities to lift innovation, commercial outcomes, and adoption of advanced technology to drive economic growth across New Zealand. Through world-leading science, we drive innovation across agriculture, horticulture, forestry, aquaculture, biotechnology, and manufacturing. We protect and enhance ecosystems, strengthen biosecurity and climate resilience, and develop cutting-edge bio-based products and technologies.

We honour Te Tiriti o Waitangi and embed te ao Māori throughout our transformation journey. As we come together, we are committed to learning and growing together through inclusive, equitable, and culturally responsiveness ways of working. All roles contribute, in ways relevant to their work, to giving effect to our Te Tiriti commitments through partnership, participation, protection and equity.

Role purpose | Te Take o te Tūranga

The Finance Business Partner position delivers and supports BSI's internal financial planning, analysis and performance reporting functions for defined business areas, both science and support, providing high-quality information and insights to support decision-making at leadership level. The position supports budgeting, forecasting and cost management activities to ensure financial sustainability, regulatory compliance and improved operational efficiency across the organisation.

Working closely with operational leaders, the position helps build local plans, performance measures and financial forecasts that roll up to organisational plans. It ensures leaders have clear and timely visibility of performance, risks and opportunities through meaningful financial and operational analysis.

Accountabilities | Ngā whakaritenga

Financial Leadership and Relationship Management

Work closely with the Group Performance and Analysis Manager to:

- Develop strong relationships with internal stakeholders, partnering with financial analysis to support financially sound decision making.
- Supporting science, including sponsors, to plan and review the financial aspects of science projects.
- Support the annual budgeting, forecasting and performance monitoring processes.
- Utilise knowledge of organisation to make appropriate decisions on planning or reporting in uncertain situations.
- Assist with the preparation of business cases by partnering with stakeholders.
- Adapt the costing and pricing processes as required using appropriate models and methodologies.
- Work in close partnership with the Finance team

Planning and Forecasting

- Contribute to the coordination and delivery of organisation-wide planning cycles, including:
    - annual planning processes
    - integration of planning, budgeting and forecasting
- Supports the coordination of local planning, budgeting and forecasting activities for the assigned organisational areas, in alignment with organisational planning frameworks and strategic priorities.
- Ensure plans and forecasts are robust, evidence-based and reflect operational realities, assumptions and risks.
- Monitor forecast performance and proactively identify emerging risks, pressures, or opportunities requiring management attention.

Decision Support and Modelling

- Provide financial, performance and scenario analysis to support business cases, investment proposals and significant operational and strategic decisions.
- Ensure decision-makers have access to robust, timely and well-tested financial and performance information when evaluating options.
- Apply advanced financial and performance modelling techniques, including scenario and sensitivity analysis, to support:
    - major investment decisions
    - organisational strategy development
    - long-term financial sustainability analysis
    - alternative operating and funding scenarios.

Performance Reporting

- Deliver high-quality performance reporting that integrates financial and operational information from across system environments, to support clear leadership visibility of performance against organisational and operational objectives.
- Ensure performance reporting is coherent, consistent and comparable across system environments.
- Ensure reporting outputs meet agreed organisational standards and support consolidated organisational insight.

Information And Records Management | Te Whakahaere | Ngā Mōhiotanga Me Ngā Putu Raraunga

- Ensure that information and records are maintained, created, and disposed of in compliance with relevant statutory, regulatory, and Institute policy requirements, documenting business transactions and activities securely and following established policies and procedures.

Health, Safety, And Wellbeing | Hauora, Haumaru Me Te Oranga

- Contribute to a positive health, safety and wellbeing culture by taking reasonable care for their own health, safety and wellbeing and that of others; complying with legislative requirements, organisational policies and standard operating procedures; reporting hazards, incidents, near misses, and safety observations; and promoting psychological wellbeing through open communication and the early recognition of stress, fatigue, and mental health concerns.

Organisational objectives | Ngā Whāinga Tōpūtanga Katoa

- Actively develops and applies the cultural capability relevant to their role and contributes to giving effect to the organisation's Te Tiriti o Waitangi Framework
- Ensures that all information created or received during your work is managed as per the Institute's Information Management policy. This includes naming, storing, classifying, and ensuring it is available to other employees.
- Actively participates in the Bioeconomy Science Institute Maiangi Taiao performance process, including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Takes responsibility to understand and apply Institute policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.

About you | Ō Pūmanawa

Educational Requirements | Tohu Mātauranga:

Essential

- Tertiary qualification in Finance, Accounting, Economics, Business Analytics, Commerce or a closely related discipline.
- Demonstrated capability in applied financial and performance analysis, evidenced through education and/or professional experience.

Desirable

- Postgraduate qualification in business, finance, economics or management.
- Professional accreditation or training in performance management, financial modelling, or analytics (eg CA, CPA, CFA or equivalent analytical certification).
- Ongoing professional development in strategic planning, performance management or public sector financial analysis.

Skills & Experience | Ngā Pūkenga me ngā Wheako:

- Experience in financial analysis, planning, or related roles
- Demonstrated expertise in financial and operational performance analysis, including identification of performance trends, drivers, risks and opportunities.
- Experience coordinating planning, budgeting and forecasting activities within a defined organisational or system environment.
- Experience providing analytical advice and modelling to support business cases, investment decisions, strategic initiatives and long-term sustainability analysis.
- Ability to translate complex financial and performance information into clear, actionable insight for non-financial leaders.
- Demonstrated understanding of Te Tiriti o Waitangi and treaty partnership principles and the ability to apply these responsibly in the stewardship of public resources, financial decision-making and organisational practice.

Ways of working | Ngā ara mahi

Applied Professional Expertise	Applies advanced professional knowledge and experience to deliver high-quality advice, analysis or services within their area of expertise.
Planning and Coordination	Plans, prioritises and coordinates work activities to meet objectives, timelines and quality standards, adjusting plans as required to respond to changing demands.
Problem Solving and Judgement	Applies professional judgement and experience to analyse and resolve complex issues within their scope of responsibility.
Collaboration and Contribution	Works collaboratively with others across teams or disciplines, contributing expertise and supporting effective delivery of shared outcomes.
Quality and Continuous Improvement	Maintains high standards of quality and actively contributes to improving processes, practices and ways of working.
Communication and Influence	Communicates effectively with colleagues and stakeholders, explaining concepts clearly and influencing outcomes through professional credibility.
Integrity and Accountability	Acts with integrity, professionalism and accountability, taking responsibility for work outputs and decisions.
Māori Cultural Capability and Te Tiriti o Waitangi	Applies an understanding of Te Tiriti o Waitangi principles in their work, using culturally appropriate practices and engaging respectfully with others.

Our values | Ā mātou uara



ENDURING IMPACT

Grounded in our collective responsibilities, we create lasting impact for our customers and partners while upholding the wellbeing of the taiao.



UPLIFTING PEOPLE

People are at the heart of what we do. This calls on us to manaaki, elevate, inspire, and to create an environment where people can be at their very best.



ELEVATING INGENUITY

We are aspirational, bringing foresight, creativity, innovation, and courage to build prosperous and enduring opportunities for future generations.

Change is an important part of how we grow, innovate and advance as a research organisation. Where changes in our operating environment mean your position description needs to evolve, we will consult with you (and your representative) and consider any impacts on your remuneration, employment status, or development needs before confirming the change.