

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Commercial Analyst		
<b>Reporting to:</b>	Commercial Finance Manager – Property		
<b>Direct reports: Indirect reports:</b>	0	<b>Location:</b>	Ōtautahi (Christchurch)
<b>Date created:</b>	December 2024	<b>Date last updated:</b>	February 2026

### About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

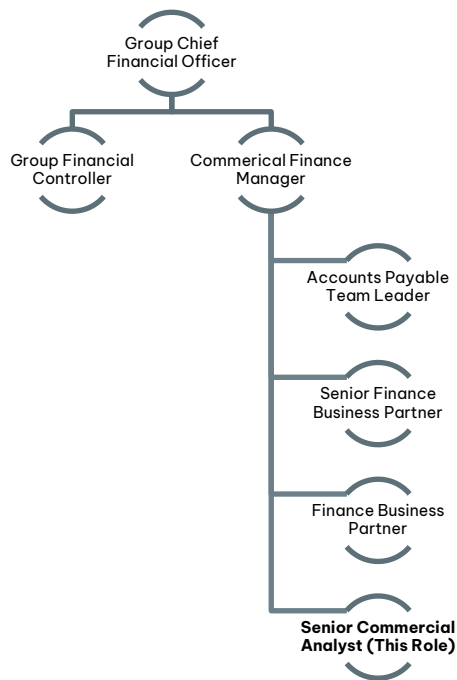
**Towards 2030** is Citycare Property’s strategy that defines the ideal future state or our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

### Primary Focus | Te Arotahi Matua

The purpose of the Senior Commercial Analyst role is to identify opportunities to create value for the Property business. This will be achieved by providing Financial Planning and Analysis (FP&A) expertise through performing detailed financial modelling of commercial and strategic opportunities.

This role will focus on ad hoc analysis and projects, while also enhancing and developing Property’s financial modelling and reporting toolsets, Jedox and PowerBI.

**Your Team | Tō Kapa**



**Key Accountabilities | Ngā Kawenga Takohanga**

<p><b>Contributing to the “Toward 2030” Strategy through the “High5” priorities</b></p>	<ul style="list-style-type: none"> <li>• Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities:               <ol style="list-style-type: none"> <li>1. We are for Social Infrastructure</li> <li>2. We are a Good Kiwi Company</li> <li>3. People and Their Safety are at the Heart of Everything We Do</li> <li>4. We deliver a World-Class Service</li> <li>5. We Build, Operate, Maintain, and Renew.</li> </ol> </li> </ul>
<p><b>Financial Planning and Analysis (FP&amp;A)</b></p>	<ul style="list-style-type: none"> <li>• Develop and implement high quality commercial and financial forecasting models, through a range of tools including Excel, Jedox and PowerBI.</li> <li>• Provide ad hoc commercial and financial analysis that provides relevant insights and identifies opportunities to create value for Property.</li> <li>• Develop business cases for new investment opportunities, justifying the recommended option by appropriate financial and non-financial metrics that are benchmarked.</li> <li>• Prepare commercial and financial analysis, that identifies key insights into areas for profitability improvement</li> <li>• Provide analysis and insights that inform insource/outsource decision making.</li> <li>• Develop scenario modelling tools and reporting that enable strategic decision making.</li> <li>• Contribute to the annual budgeting and forecasting processes. Develop tools which improve the efficiency, accuracy and functionality of Property’s annual forecasting and budgeting.</li> <li>• Modelling multiple scenarios for the various Property Collective Bargaining negotiations as requested by the business</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain the cost rates for both labour &amp; plant to ensure that these are up to date and accurate</li> <li>• Develop tools that enable medium- to long-term strategic planning.</li> </ul>
<b>Commercial Analysis</b>	<ul style="list-style-type: none"> <li>• Partner with the business to provide insight into the financial performance of contracts, customers and service lines.</li> <li>• Provide pricing analysis to support new tenders / renewals.</li> <li>• Partner with the business to lift the commercial skills and acumen of Property's business leaders.</li> </ul>
<b>Organisational Citizenship</b>	<ul style="list-style-type: none"> <li>• Upholds and exemplifies Citycare Property's Values every day.</li> <li>• Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities.</li> <li>• Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations.</li> <li>• Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>• Upholds and complies with approved Citycare Property's policies, plans, and programmes.</li> <li>• Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role.</li> <li>• Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> <li>• Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely. and supports the best interests of the business.</li> <li>• Establishes and maintains credibility and respect by building strong working relationships across the business.</li> <li>• Develops and supports colleagues, being quick to identify and problem solve any issues.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties of a similar type, as required by the Employer.</li> <li>• From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.</li> </ul>

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### Health, Safety and Wellbeing | Te Whare Tapa Whā

<b>All kaimahi are responsible for and required to:</b>	<ul style="list-style-type: none"> <li>• Be personally responsible for your own and others' Health, Safety and Wellbeing at work.</li> <li>• Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way.</li> <li>• Be familiar with Health, Safety and Wellbeing procedures.</li> <li>• Always establish and insist upon safe methods and safe practices.</li> <li>• Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>• Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul>
<b>All People leaders are personally accountable for:</b>	<ul style="list-style-type: none"> <li>• Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment.</li> <li>• Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies.</li> <li>Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.</li> <li>Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.</li> </ul>
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### Key Relationships | Ngā Hononga Matua

<b>Internal</b>	<ul style="list-style-type: none"> <li>All Citycare Property kaimahi (employees) including: <ul style="list-style-type: none"> <li>Chief Executive</li> <li>Group Chief Financial Officer</li> <li>Executive Leadership Team</li> <li>Operational Leadership Team</li> <li>Delivery Managers and Branch Managers</li> <li>Commercial Finance Team</li> <li>Group Finance Team and other Citycare Commercial Finance teams</li> <li>All Kaimahi</li> </ul> </li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Consultants.</li> <li>Professional bodies.</li> <li>Industry stakeholders.</li> <li>Other miscellaneous stakeholders and suppliers.</li> </ul>

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### Qualifications | Ngā Tohu Mātauranga

<b>Essential</b>	<ul style="list-style-type: none"> <li>Tertiary qualification (NCEA Level 7) in relevant subject.</li> <li>Chartered Accountant with minimum 5 years business experience.</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>Relevant qualifications/accreditations in financial modelling tools and techniques.</li> </ul>

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### Experience | Ngā Pukenga

<b>Essential</b>	<ul style="list-style-type: none"> <li>Minimum of 5 years' experience in a commercial environment.</li> <li>Commercial contracting or project management experience.</li> <li>Excellent financial modelling skills in a range of tools, including Microsoft Excel, Microsoft PowerBI and another non-Microsoft planning tool.</li> <li>Excellent computing and systems skills, including Microsoft Suite and work order management software.</li> <li>Excellent standard of written and oral communication, and interpersonal skills.</li> <li>High degree of accuracy, timeliness and attention to detail.</li> <li>Strong commercial skills.</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>Experience with Jedox or equivalent financial planning tool.</li> </ul>

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### Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

**Signed by Kaimahi (Employee):**

**Date:**

**Signed on behalf of the Employer:**

**Date:**

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**Disclaimer | Te Whakakape**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed