

KiwiRail | Position Description

Senior Project Finance Partner Capital Projects and Asset Development

Role Purpose:

Capital Projects and Asset Development (CPAD) is responsible for a variety of major projects across the country. The purpose of the CPAD group is to develop policy, secure funding and deliver a strategic investment programme in order to create the smart assets and connected networks necessary for customer success and owner's objectives.

The role sits within the Chief Financial Officer group and will be the lead finance and business contact for their portfolio programme(s) within the CPAD business group.

The primary role of the Senior Project Finance Partner is the provision of financial information for performance management, business planning, decision support and analysis to optimise business objectives.

With an in-depth knowledge of the business unit activities combined with thorough understanding of the operational and financial targets the Senior Project Accountant is positioned to provide insightful financial advice and support to the assigned portfolio groups.

The Senior Project Fi is a key position within the wider CPAD Finance team and is expected to:

- be an active, positive and engaged member of the wider team
- facilitate communication and interactions between teams
- identify and promote learning and development opportunities

Key Relationships:

Responsible to:	Programme Commercial Manager
Internal Relationships:	Programme Managers
CFO Group	
Project Management	
Wider finance teams	
Administration support teams	
External Relationships:	External Auditors
Customers	
Vendors	

Dimensions

Number of Direct Reports:	Up to five
Delegations:	Per Financial delegations policy
Location	Auckland/Wellington



Key Responsibilities and Accountabilities

Operational Performance

Financial Advice and Analysis

- Provide assistance and support to relevant project groups to build their understanding and confidence in financial information and underlying finance systems, processes and procedures
- Develop effective business partnerships which demonstrate a clear understanding of the business, key cost and revenue drivers, business and financial performance indicators, business models etc.
- Provide high quality and timely analytical support for projects, strategic initiatives, business development proposals and other initiatives
- Ensure that financial policies and standards are understood and provide relevant business units with the knowledge to ensure and capability to ensure full compliance.
- Continuously identify and implement opportunities for improving, integrating, streamlining and sharing processes and/or service delivery

Reporting

- Ensure the provision of appropriate and accurate monthly reports to relevant managers, that are timely, appropriately targeted and include robust analysis, commentary and insight of actual and forecast performance
- Develop and implement frameworks to enhance the efficiency and consistency of financial and business reporting
- Ensure significant variances and trends in business unit performance are monitored and reported, and that strategies are put in place to improve the quality of analysis and forecasting

Budgeting and Forecasting

- Work closely with the groups within assigned portfolio to understand the budgeting approach and requirements.
- Lead the annual budget process for the portfolio group, working with key managers to ensure the development of a robust budget
- Develop financial planning models in support of strategic and business plans
- Provide advice and guidance to project groups to deliver a robust budget
- Manage reforecasting process and analysis of reforecasts with annual budgets and business plan projections
- Ensure variances can be clearly explained with reference to original budget/forecast assumptions
- Identify opportunities and risks in budgets and forecasts and an assessment of the likely quantum of these
- Provide robust cashflow forecasting for the business, including understanding the sensitivity of forecasts and likely scenarios

Leadership

- Provide effective leadership within the team – ensuring all team members are engaged, supported and achieving their individual and team goals.
- Excellent decision-making and leadership capabilities, including critical thinking problem solving capabilities; adaptability.
- Ability to establish effective and affiliative working relationships across all levels.
- A strong ability to bring parties together and use appropriate means to achieve outcomes.
- Create the visibility of the key information in the area of accountability so that it is easily shared and understood by the business as a whole.
- Lead and embed strong leadership within own team and across the Programme Group that drives increased diversity, engagement, capability and performance.



- Actively leads and facilitates new and different ways of working across teams, encouraging bottom-up engagement and collaboration and creating environments that promote different thinking and ideas.
- Champion and lead a culture that is customer-centric and supports growth and delivery, innovation and continuous improvement.
- Identify and monitor any key concerns relating to fields of expertise.

Zero Harm

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to KiwiRail’s health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Report all accidents and incidents to your immediate supervisor within one hour.

Person Specification:

Area	Essential
Education	<ul style="list-style-type: none"> • NZICA recognized Chartered Accountant qualification or comparable. • Bachelor Business/Commerce in Accounting, or comparable
Experience and Knowledge	<ul style="list-style-type: none"> • At least 5 years post qualification experience in Chartered Accounting firm or large corporate business, including experience at a management level • Demonstrated experience and ability to work closely with senior management and Executive teams, including well-developed influencing skills and ability to challenge status quo
Desirable	<ul style="list-style-type: none"> • Working knowledge of SAP or similar scale ERP system

