

# KiwiRail | Position Description

## Senior Project Finance Partner

### Role Purpose:

The primary role of the Senior Project Finance Partner is to support the Project Director and Project Manager with accurate and timely financial information for performance management, project planning, decision support and analysis to optimise project objectives.

The Senior Project Finance Partner will work with Project Managers, Project Administration, the various business unit support teams and the financial control teams to ensure the right controls are in place to manage project spend & forecast the project outturn position. Additionally, tracking of supplier claims and commitments, managing funding and forecasting of project cashflow will be essential.

They will have a sound understanding of the program & ensure actual & future costs reflect the value works completed and to complete, assessing and challenging as required.

With an in-depth knowledge of the programme of activities, combined with a thorough understanding of the financial metrics the Senior Project Finance Partner is positioned to provide early warning and financial advice to support the Project Managers financial performance.

The Senior Project Finance Partner is a key member within the wider commercial and administration support teams and is expected to:

- be an active, positive, and engaged member of the wider team
- be a leader in the commercial team, seeking to continuously improve our processes and outcomes
- facilitate communication and interactions between teams
- identify and promote learning and development opportunities

### Key Relationships:

Responsible to:	Programme Commercial Manager
Internal Relationships:	Programme Directors
	Project Managers
	CPAD Programme Controller
	Rolling Stock Commercial Manager
	Group Financial Controller
	Wider finance teams
	Administration support teams
External Relationships:	External Auditors
	Vendors



## **Dimensions**

Number of Direct Reports:	None
Delegations:	Per Financial delegations policy
Location	Auckland/Wellington

## **Key Responsibilities and Accountabilities**

<b>Operational Performance</b>
<b>Financial Advice and Analysis</b> <ul style="list-style-type: none"><li>• Provide assistance and support to relevant project managers to build their understanding and confidence in financial information and underlying finance systems, processes and procedures</li><li>• Develop effective business partnerships which demonstrate a clear understanding of the project, programme and progress against milestones and budgets</li><li>• Provide high quality and timely analytical support for projects, strategic initiatives, business development proposals and other initiatives</li><li>• Ensure that financial policies and standards are understood and provide relevant project managers with the knowledge to ensure and capability to ensure full compliance.</li><li>• Lead the development of project financial and cost breakdown structures which allow Continuously identify and implement opportunities for improving, integrating, streamlining and sharing processes and/or service delivery</li></ul>
<b>Reporting</b> <ul style="list-style-type: none"><li>• Ensure the provision of appropriate and accurate monthly project reports to relevant managers, that are timely, appropriately targeted and include robust analysis, commentary and insight of actual and forecast performance</li><li>• Develop and implement frameworks to enhance the efficiency and consistency of financial and business reporting</li><li>• 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</li></ul>
<b>Budgeting and Forecasting</b> <ul style="list-style-type: none"><li>• Work closely with the Programme Directors and Project Managers to understand the budgeting approach and requirements.</li><li>• Develop financial planning models in support of strategic and business plans</li><li>• Provide advice and guidance to project managers to deliver a robust program and budget</li><li>• Manage the reforecasting process and analysis of reforecasts with annual budgets and project plan projections</li><li>• Identify opportunities and risks in budgets and forecasts and an assessment of the likely quantum of these</li><li>• Provide robust cashflow forecasting for the business, including understanding the</li></ul>



sensitivity of forecasts and likely scenarios. Support Treasury & Funding teams with regular guidance on project funding requirements

### **Governance**

- Raise the Project Expenditure Request Form (PERF) and review for commercial sensibility that aligns with funding, deliverables, risks at each stage of the project life cycle
- Work with Project Manager, Programmers and Production team to create Cost Breakdown Structures in SAP that provide transparent cost control against budgets & align with the scope and deliverables
- Review all contract commitments before committed to ensure they align with the budget and contribute to the funder outcomes and milestones
- Support governance boards with a reporting focus on LTD, YTD & MTD forecasts & relevant commentary on the financial impacts from scope, time, cost and funding changes
- Raise financial risks to Governance team and funder if delivery and funding targets are not going to be met & monitor spend against approved PERF and funding agreements

### **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 the 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 in process. Identify and monitor any key concerns relating to fields of expertise.
- Stand in for the Programme Commercial Manager from time to time as required.

### **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
<b>Education</b>	<ul style="list-style-type: none"> <li>• NZICA recognized Chartered Accountant qualification or comparable.</li> <li>• Bachelor Business/Commerce in Accounting, or comparable</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• At least 7 years post qualification experience in a large corporate business</li> <li>• Demonstrated experience and ability to work closely with senior management and Executive teams, including well-developed influencing skills and ability to challenge status quo</li> <li>• Experience in project, construction, or infrastructure environment</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Working knowledge of SAP or similar scale ERP system</li> </ul>

