



# Portfolio Finance Coordinator

Auckland

|             |                                            |             |          |
|-------------|--------------------------------------------|-------------|----------|
| Team:       | Portfolio Governance and Assurance         | Location:   | Auckland |
| Reports to: | Head of Portfolio Governance and Assurance | Job family: | ICT      |
| Role Type:  | Permanent                                  | Salary:     | TBC      |

## About Us

### KiwiRail’s Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people. For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

### Our Workplace

At KiwiRail our values define the behaviour we expect from everyone. We have a team of over 4500 people and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.

Health, safety and wellbeing is our number one priority. Good safety is good business



## About the Role

### Purpose of the role

The Information and Communication Technology Group (ICT), provides a wide range of ICT planning, implementation, operation, and support services as a shared service to the KiwiRail Group.

This role demands strong organisational capability, attention to detail, and a high level of focus to deliver quality Finance and Planning support within ICT's fast-paced and high-demand environment. The successful candidate will play a key role in providing essential administrative and financial support to ICT projects, including daily SAP processing, finance and accounting transactions, and the preparation of project documentation. It is a diverse and hands-on position that requires initiative, the ability to work independently, and strong prioritisation skills to manage competing demands effectively.

Within the area of responsibility, this role is required to:

- Obtain quotes and create associated purchase orders in SAP, organising delivery and completing SAP goods receipting.
- Provide administrative support to Project Managers, the Head of the Portfolio Governance, Portfolio Operations Manager, Field Services Manager and wider ICT team. This will include coordinating processes, systems/tools and ensuring governance is adhered to and that reporting is actioned by the projects the applicant has been assigned.
- You will have high proficiency in the use of SAP and familiar with financial terms and associated processes.
- Preparing communications documentation on project forecasting and tracking and ensuring projects are delivered on time within budget and for the wider business on ICT updates.

### Key challenges

- Working in a fast-paced environment to deliver high quality outputs within required timeframe
- Maintaining an organised approach and focus within a high demand environment

| <b>Key Relationships</b><br>Here are the key relationships relevant to this role |                                             | Manage /Lead | Deliver to | Collaborate with | Advise or inform |
|----------------------------------------------------------------------------------|---------------------------------------------|--------------|------------|------------------|------------------|
|                                                                                  | Portfolio Governance and Assurance          |              | ✓          |                  |                  |
|                                                                                  | Portfolio Operations Manager                |              |            | ✓                |                  |
|                                                                                  | PM Practice Lead                            |              |            | ✓                |                  |
|                                                                                  | Project Managers                            |              |            | ✓                |                  |
|                                                                                  | Wider ICT Team                              |              |            | ✓                | ✓                |
|                                                                                  | Project Owners / Business Sponsors          |              |            | ✓                |                  |
| <b>External</b>                                                                  | 3 <sup>rd</sup> Party Vendors and Suppliers |              |            | ✓                |                  |



## What you will do to contribute

|                                     |                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health Safety and Wellbeing</b>  | <ul style="list-style-type: none"> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Contribute a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>  |
| <b>Customer Focus</b>               | <ul style="list-style-type: none"> <li>• Respond quickly to customer needs</li> <li>• Develop solutions to meet customer requirements</li> <li>• Solve complex customer issues</li> <li>• Work with colleagues to improve customer outcomes</li> </ul>                                                                 |
| <b>High Performing Teams Skills</b> | <ul style="list-style-type: none"> <li>• Contribute to a supportive and cooperative team environment</li> <li>• Provide timely and constructive feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> <li>• Identify opportunities for development and improvement</li> </ul>                 |
| <b>Commercial Acumen</b>            | <ul style="list-style-type: none"> <li>• Consider financial implications when making recommendations</li> <li>• Understand and comply with procurement guidelines</li> <li>• Work with suppliers to ensure quality outcomes</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul> |
| <b>Project Governance</b>           | <ul style="list-style-type: none"> <li>• Follow governance frameworks and systems</li> <li>• Work to project management best practices</li> <li>• Monitor and review performance regularly</li> </ul>                                                                                                                  |
| <b>Risk Management</b>              | <ul style="list-style-type: none"> <li>• Identify and forecast risks, issues, and opportunities in projects and services</li> <li>• Support risk assessments and development of management strategies</li> <li>• Implement risk controls and engage stakeholders in risk management</li> </ul>                         |
| <b>Asset management</b>             | <ul style="list-style-type: none"> <li>• Apply asset management policies</li> <li>• Address service demand through asset planning</li> </ul>                                                                                                                                                                           |

## Decision Making

The position is accountable for decisions regarding day to day purchasing and ICT coordination. You will be expected to consult with colleagues and KiwiRail policies and practice as part of the decision making process.

|                                       |     |
|---------------------------------------|-----|
| <b>Human Resources Delegations</b>    | NA  |
| <b>Direct reports</b>                 | Nil |
| <b>Finance Delegations</b>            | Nil |
| <b>Budget (operating and capital)</b> | Nil |
| <b>Travel Delegations</b>             | Nil |
| <b>Statutory powers</b>               | Nil |

## Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg may be required

*Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.*

## About you

### Knowledge and experience

- You have extensive experience managing purchasing activities through SAP.
- You have a significant project coordination experience supporting large complex ICT projects and are proficient with various project methodologies.
- Generating project artefacts and documenting transition and go live material from project to BAU.
- You are task focussed and have the ability to juggle multiple priorities at any given time and to manage issues through to conclusion.
- You have proven administrative/support experience.
- Experience of working effectively to demanding deadlines, and ability to manage a range of tasks at any one time and prioritise own workload.
- Excellent written and verbal communication skills, including the ability to relate confidently and professionally to others.
- Attention to detail and high level of numeracy. Have the ability to work with project teams to analyse budgets and various elements of financial reporting.
- You are proficient with the Microsoft Office suite including Excel, PowerPoint, and Word.
- You are known for your organisation skills and ability to self-manage and execute to demand in a high-pressure environment.

### Ways of working / Work-related qualities

- You communicate well at all levels
- You make good decisions and are politically aware
- You're flexible and practical
- You focus on customers' needs
- You value diversity and help create an inclusive workplace

## Other Requirements

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

*KiwiRail uses Skills Framework for the Information Age to describe the skills required for roles within ICT. The skill level descriptions provide a detailed definition of what it means to practice the skill at each level of competency. You will need to demonstrate the following skills at the level listed:*

- Business Administration level 4
- Database Administration level 3
- Information Management level 4
- Portfolio, Programme and Project Support level 3
- Customer Service Support level 3
- Stakeholder Relationship Management level 4

*You can find detailed description of the skills and levels here: [SFIA 8 Skills List](#).*

## Qualifications

- ICT or business administration qualification is desirable.