

KiwiRail | Position Description

Senior Treasury Accountant Corporate Finance

Purpose:

Reporting to the Financial Accounting Manager, this Corporate Finance role is responsible for ensuring the integrity and accuracy of critical Treasury related financial information and reporting. This role will work closely with KiwiRail's Treasury function to ensure financial requirements, policies and procedures are well communicated, understood, and documented.

This role requires a good understanding of financial instruments, financial risk, market risk in particular, and the skills to value a derivative financial instrument.

Key responsibilities will include:

- Middle office treasury accounting functions and reporting on treasury activities, including ensuring a strong internal control framework is in place.
- Management of the daily back-office settlement for the treasury function and has primary responsibilities for maintaining the documentation and processes around treasury activities
- Ensure all hedge accounting transactions are documented and appropriately accounted for
- Prepare the treasury related disclosures for half year and year-end financial statements in accordance with IFRS accounting standards
- Being the liaison point with both the internal and external auditors through the annual audit process
- Responsible for the monthly and quarterly Treasury reports presented to the Group Treasury and Insurance Manager

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk".

Dimensions:

Reports to: Financial Accounting Manager

Responsible for: Nil

Location: Wellington



Budget:	Nil
Internal Relationships:	Group Financial Reporting Manager Treasury Team Commercial Finance Team Internal Audit Team
External Relationships:	External Auditors

Key Accountabilities

Operational Performance

Treasury Middle Office Reporting and Settlements

- Manage treasury middle and back office processes, including trade accounting setup, risk and financial reporting, and breach/exception reporting
- Upload transactions to SAP from the Treasury system for treasury-controlled banks accounts and all debt/financial derivative transactions
- Maintain oversight and confirm that all deals and bank reconciliations have been entered correctly by the Treasury Dealers in a timely manner
- Fair value all financial instruments by running the month end valuations using the downloaded rates
- Close month within Treasury system and ensure all month-end accounting deliverables are completed to a high standard and on time
- Manage the relationship between the Finance and Treasury teams
- Monitor interest rate, currency, commodity, and funding markets daily
- Lead the preparation of monthly Treasury compliance reports and support other Treasury Reporting (including Treasury dashboards and RAAC reporting)
- Ensure Counterparty risks are managed within treasury policy
- Manage the treasury system reports
- Ensure you are aware of the Treasury policy and procedures

Treasury Systems and Compliance

- Manage the process documentation and procedures manual for treasury accounting, reporting and settlement functions
- Maintain relevancy and accuracy of treasury systems
- Monitor the treasury inbox and ensure actions required are completed on a timely basis
- Maintain and test disaster recovery and business continuity plans



- Ensure process documentation is up to date and relevant to tasks and distributed as appropriate
- Continually review work practices, productivity, equipment utilisation and cost control, in conjunction with the Health and Safety team as appropriate, to maximise the financial performance of KiwiRail;

Financial Accounting and Reporting Requirements

- Prepare monthly journals and reconciliations of balance sheet accounts
- Preparation of disclosure notes for statutory reporting for treasury related items
- Assist in the preparation of the financial instrument section of monthly results to Treasury (CFIS reporting)
- Test hedge effectiveness of financial instruments designated on a hedge relationship and ensure accurately reflected in the general ledger in accordance with IFRS accounting standards
- Responsible for recording and maintaining all hedge accounting documentation in line with IFRS accounting standards
- Assist the business with Treasury-related accounting queries, providing advice and guidance as required
- Maintain technical accounting memos in relation to significant accounting transactions
- Manage treasury accounting developments/issues in an accurate, timely, and efficient manner from the treasury system through to SAP

Leadership and Stakeholder Management

- Contribute to the overall achievement of KiwiRail’s Vision and Strategic Plan
- Provide mentoring and guidance to junior members of the team to develop their capability.
- Manage key relationships with internal leadership and management personnel and external parties
- Develop and maintain appropriate external networks to keep up to date on Treasury industry developments and practices; particularly where these may benefit the KiwiRail
- Actively identify areas for process improvement within role or in wider team. Work with relevant people to improve all key processes, ensure appropriate segregation of duties and controls, and ensure processes are efficient and effective.
- Contribute to the update and review of the Treasury Policy and operations
- Effectively and professionally manage both internal and external relationships/counterparties, including internal and external auditors.



<ul style="list-style-type: none"> As part of the Finance group, contribute to leadership and development of the Finance team and be a role model across the team and wider business
<p>Zero Harm</p> <ul style="list-style-type: none"> 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 Profile

Area	Essential	Desirable
Education	<ul style="list-style-type: none"> CAANZ recognised Chartered Accountant qualification or equivalent Bachelor/Degree in Commerce, Accounting, Finance, Economics or comparable 	
Experience and Knowledge	<ul style="list-style-type: none"> 5 years post qualification experience in Chartered Accounting Firm or large corporate business with experience in the Treasury function Excellent understanding of financial instruments and how they work Solid understanding of the application of hedge accounting and requirements of IFRS accounting standards Good understanding of transaction process flows (mapping, documentation, flow etc) Advanced experience in producing financial detail through spreadsheets, PowerPoint; uses technology to push boundaries in the reporting space 	<ul style="list-style-type: none"> Working knowledge of SAP or similar scale ERP system Working knowledge of Bloomberg and GTreasury



	<ul style="list-style-type: none">• Excellent communication skills and ability to engage with multiple stakeholders across a business• Good problem-solving skills• Continuous improvement mindset and copes with changing environment• Can work under pressure if required	
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