

**WE'RE
GOING
PLACES.
ARE
YOU?**



Accounts Payable Officer

Position Description

Team:	Shared Services – CFO Group	Location:	Wellington Railway Station
Reports to:	Accounts Payable Team Lead		
Role Type:	Permanent		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

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.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The role is to ensure accurate and efficient invoice processing to ensure timely payments of accounts payable commitments.

Key Accountabilities

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

- Be responsible for management of PO and non-PO invoices to ensure accounts are processed in a timely manner into SAP
- Follow up on incorrectly coded invoices (PO & non PO)
- Check invoice for accuracy i.e. GST/Tax invoice etc and if appropriate authorisations as per the DFA Policy
- Ensure un-receipted invoices are blocked accurately
- Process uploads from various suppliers and systems including Flexipurchase
- Ensure unapproved invoices are monitored
- Reconciliation of supplier statements
- Understand and be familiar with IRD rules compliance and changes which would impact Accounts Payable

Key challenges

- Managing and analysing complex and sensitive financial issues
- Facilitating changes with internal and external stakeholders regarding financial compliance requirements

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Finance and Accounting Teams		✓	✓	✓
	Managers			✓	✓
	Administrators			✓	✓
	SAP Support and other IT teams		✓	✓	✓
External	Auditors		✓	✓	✓
	Suppliers			✓	✓

What you will do to contribute

Health Safety and Wellbeing	• Promote a culture of safety and wellbeing within your team • Support team members' physical and mental health
Customer Focus	• Build and maintain effective relationships with internal and external customers including vendors, Treasury, Master Data and Finance Managers. • Respond to external and internal customers' needs in a timely and professional manner for all accounts payable related requirements • Provide advice and assistance to administrators when required • Provide Administrators with assistance for blocked invoices in SAP
High Performing Teams Skills	• Provide formal support and or training to other Finance team members with maintenance of financial and accounting information • Work as a team and support each other to ensure efficient and accurate processing of invoices
Commercial Acumen	• Continually assess processes and suggest improvements to enhance efficiency • Ensure documentation is in place for all processing tasks • Educate and advise employees on relevant policies and processes • Be a team player, assist and work to ensure KiwiRail's objectives are met

Decision Making

The position is accountable for decisions regarding invoice processing through to payment.

Key decision-making requirements of the position include:

- Invoice processing and payment decisions- invoices are accurate and match purchase orders
- Prioritising payments based on due dates
- Deciding whether to escalate discrepancies
- Ensuring payments comply with tax regulations and company policies.
- Identifying fraudulent or duplicate invoices before processing payments

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	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 archive boxes

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

- Experience in Accounts Payable or similar transactional finance role
- Proficient in Excel
- Working knowledge of SAP or similar ERP system

Ways of working / Work-related qualities

- Demonstrated skill in accuracy and attention to detail
- Proven ability to meet deadlines
- A proactive, customer focused approach
- Ability to take ownership of issues through to resolution
- Ability to work autonomously

Other Requirements

- Sound knowledge of accounts payable ledger and statement reconciliation processes
- Proficient in speaking reading and writing English
- Can do attitude

Qualifications

Secondary school or equivalent to NCEA level 2 in Maths and English

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo, featuring the company name in a bold, sans-serif font followed by a stylized graphic of a kiwi bird's tail feathers.