



Assistant Financial Accountant

CFO Group

Team:	Financial Accounting	Location:	Wellington
Reports to:	Financial Accounting Manager		
Role Type:	Permanent Full Time		

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.



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

About the Role

Purpose of the role

Working as part of the Financial Accounting team, the Assistant Financial Accountant will be responsible for providing accounting support services, including daily bank processes, month end processes, journals and fixed asset processing, balance sheet reconciliations and reports.

The Assistant Financial Accountant supports the business by assisting with accounts administration, supporting financial processes, and maintaining financial records, and will investigate and answer queries from the business and the wider Finance team.

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".

Key Accountabilities

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

▪ Financial Accounting, Reporting and Taxation

Provide accounting support services for the KiwiRail Group including:

- Daily bank processing, reconciliation, and clearing of items bank accounts
- Performing month end processing, including processing general ledger journals
- Ensuring balance sheet accounts are reconciled and any issues resolved on a timely basis
- Assist with preparation of annual and half-year financial statements
- Answer queries from external auditors during the annual audit process as required
- Assist in the preparation of indirect taxation returns, and providing operational support for the preparation of Income Tax and indirect taxes compliance reporting, as required
- Preparation of indirect taxation returns as required (back-up)
- Provide support on processing corporate charges for business units
- Provide assistance on asset accounting functions and asset processing as required
- Provide assistance and support in relation to lease accounting transactions, lease system maintenance and reporting as required
- Investigating and answering accounting queries from the business
- Provide back-up support for the Financial Accounting team as required
- Other accounting support as requested

▪ Other

- Respond to customers' and stakeholders needs and queries in a timely and professional manner
- Build and maintain effective relationships with external and internal customers
- Provide support and back-up of Shared Services activities and the maintenance of master data, as required
- Assist in the refinement of financial processes for areas of responsibility ensuring they are streamlined and simplified, and recommend improvements where possible
- Actively identify areas for process improvement within role or in wider team
- Communicate Group financial policies and guidance (and facilitate compliance across the Group)
- Ensure process documentation is up to date and relevant to tasks and distributed as appropriate
- Ensure all financial records are kept in the relevant filing system, including emails and back-up of systems
- General administration duties as requested, (e.g. scanning accounts, accounts related filing, opening and distributing mail)

Key challenges

- Developing technical accounting knowledge.
- Ensuring data accuracy and integrity.
- Managing transactional work in line with reporting timelines.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Financial Controller		✓	✓	✓
	Tax Manager		✓	✓	✓
	Treasury and Insurance Team		✓	✓	✓
	Corporate Finance Team		✓	✓	✓
	Commercial and CPAD Finance Teams		✓	✓	✓
	Internal auditors		✓	✓	✓
External	External auditors		✓	✓	✓
	Professional advisors		✓	✓	✓
	Other as required		✓	✓	✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> Promote a culture of safety and wellbeing within your team Respond effectively to safety incidents and near-misses Support team members' physical and mental health
Customer Focus	<ul style="list-style-type: none"> Provide a positive customer experience Support a customer-focused culture at KiwiRail Develop solutions to meet customer requirements Work with colleagues to improve customer outcomes
High Performing Teams Skills	<ul style="list-style-type: none"> Work in a supportive and cooperative manner Actively seek diverse perspectives in problem-solving Identify opportunities for coaching and mentoring
General	<ul style="list-style-type: none"> Take responsibility for your continuing professional and personal development Contribute to work planning as required At all times act in accordance with legislation, policies and procedures

Decision Making

The position is responsible for supporting decisions made relating to financial transactions to ensure integrity of financial information. This will require engagement with all relevant stakeholders to ensure sound decision making.

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

Essential:

- You will have a general understanding of accounting principles and bookkeeping
- You have experience working with Microsoft Office Products, particularly Excel.

Desirable:

- You have work experience in previous accounting or similar roles
- You have working knowledge of SAP or similar scale ERP system
- You have capability to develop into a more senior role in time

Ways of working / Work-related qualities

- You focus on customers' needs
- You communicate clearly and professionally in both verbal and written forms
- You have a continuous improvement mindset
- You make informed decisions
- You're flexible and practical
- You value diversity and help create an inclusive workplace

Other Requirements

- You can pass regular drug and alcohol screenings

Qualifications

- You have a relevant degree in accounting, commerce or similar
- You are working toward, or have intention to work toward, CA (or equivalent) qualification

