Financial Accountant

CFO Group

Team:	Financial Accounting	**Location:**	Wellington
Reports to:	Financial Accounting Manager	**Job family:**	Finance
Role Type:	Fixed-term	**Salary:**	N/A

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 Financial Accountant is a key role in the KiwiRail Financial Accounting team, primarily responsible for completing asset accounting related transactions and associated tasks such as journals, reconciliations, reporting and financial notes.

The role will also be working with relevant stakeholders in order to complete the work required and ensure the integrity and accuracy of critical financial information are met.

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:

- **Asset Accounting**

  Provide asset accounting support services for the KiwiRail Group and New Zealand Railways Corporation including:

  - Maintain KiwiRail asset sub ledgers and accurate fixed asset and tax depreciation registers, ensuring all asset additions, disposals, transfers, impairment, and capitalisations are recorded in line with accounting policies and tax legislation
  - Ensure timely capitalisation of work in progress, working closely with the Project Accountants and Finance Partners as required
  - Reconcile the asset register to the general ledger and other business unit systems, dealing with reconciling items
  - Ensure appropriate accounting treatment for projects including distinction between capital and operating project costs, in accordance with the relevant accounting policies and procedures
  - Assist in the annual impairment review of all assets
  - Assist in the cyclical revaluation process for significant assets
  - Prepare required asset reporting for the business units
  - Prepare capital expenditure reports for the Board as required
  - Assist the business with all asset-related queries, providing advice and guidance
- **Asset Valuations**
  - Assist Senior Financial Accountant for the cyclical revaluation processes and prepare workpapers/reports as required
  - Assist Senior Financial Accountant to improve the valaution/asset function and resolve issues in the audit report
  - Contribute to review of valuation reports, ensure they are fit-for-purpose and revaluation results are reflected in the financial statements
  - Contribute to discounted cashflow valuation models, assumptions and relevant documentations to ensure it is fit-for-purpose including engagements with relevant stakeholders to obtain the input needed as required
  - Prepare fair value workpaper, evidence and documentation for all relevant asset classes
  - Contribute to valuation workpapers and memos, and ensure valuations are reflected in the asset ledger/register
- **Financial Accounting and Reporting**
  - Contribute to preparation of asset related notes in the financial statements and asset related policies
  - Contribute to Group half-year and year-end financial statements, including preparation of technical note disclosures as required
  - Complete asset related journals and reconciliations

- Contribute to submission of monthly results to the Treasury (CFIS Reporting) for assets
- Liaise with external auditors during the annual audit process
- Provide guidance/support to other Financial Accounting team members as required

- **Other**
  - Develop effective relationships with internal and external stakeholders
  - Ensure process documentation is up to date and relevant to tasks and distributed as appropriate
  - Contribute to process/system improvement within role or in wider team
  - Provide assistance/back-up for Senior Financial Accountant and financial processes/reporting as required
  - Involvement in ad-hoc accounting projects as required

Key challenges

- Building trusting relationships with key stakeholders.
- Maintaining an up-to-date understanding of KiwiRail policies, accounting rules and guidance including NZ IFRS and PBE IPSAS, and legislation, as applicable to key accountabilities.
- Challenging fixed thinking, whilst successfully communicating alternative options.

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		✓	✓	✓
	Asset Managers		✓	✓	✓
	Internal auditors		✓	✓	✓
External	External auditors		✓	✓	✓
	Professional advisors and valuers		✓	✓	✓
	Other as required		✓	✓	✓

What you will do to contribute

Health Safety and Wellbeing	• 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	• 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	• Work in a supportive and cooperative manner • Actively seek diverse perspectives in problem-solving • Identify opportunities for coaching and mentoring
Commercial Acumen	• Consider financial implications when making recommendations • Recognise how financial decisions impact KiwiRail's overall position

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 3-5 years working experience in financial accounting function
- You have good understanding of the financial process, reporting requirements and NZ IFRS or PBE IPSAS

Desirable:

- You have work experience in a large and complex environment
- You have working knowledge of asset accounting
- You have working knowledge of SAP or similar scale ERP system
- You have recent and proven experience in previous accounting roles
- You have capability to develop into a more senior role in time

Ways of working / Work-related qualities

- You communicate well at all levels
- You have a continuous improvement mindset
- You make good decisions and are politically aware
- You're flexible and practical
- You focus on customers' needs
- You have a commercial mindset
- 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 commerce
- You are a qualified CA (or equivalent) or are working toward this qualification