Financial Accountant

CFO Group

Team:	Financial Accounting	**Location:**	Wellington
Reports to:	Financial Accounting Manager	**Job family:**	Finance
Role Type:	Permanent Full Time	**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, responsible for ensuring the integrity and timeliness of critical financial processes and reporting.

The Financial Accountant supports wide range of functions including (but not limited to) month and year end reporting, treasury accounting, treasury back and middle office support, taxation support, journals and reconciliations.

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, Taxation and Reporting**

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

  - Performing month and year end processing, including journals and reconciliations
  - Ensure balance sheet accounts are reconciled and any issues resolved on a timely basis
  - Contribute to preparation of the financial statements and notes for statutory reporting, including treasury accounting related notes
  - Contribute to technical accounting memos in relation to significant accounting transactions
  - Test hedge effectiveness of financial instruments designated on a hedge relationship and ensure accurately reflected in the general ledger in accordance with IFRS and PBE IPSAS accounting standards
  - Responsible for recording and maintaining all hedge accounting documentation in line with IFRS and PBE IPSAS accounting standards
  - Assist the business with Treasury queries, providing advice and guidance as required
  - Assist with treasury accounting developments/issues in an accurate, timely, and efficient manner from the relevant interfacing systems through to SAP
  - Preparation of indirect taxation returns as allocated from time to time, and providing operational support for the preparation of Income Tax and indirect tax compliance obligations, as required
  - Support KiwiRail's Tax Manager with tax requirements, identification of tax risks and opportunities, and enforcing the tax governance controls, as required
  - Provide support to Assistant Financial Accountant on:
    - Banking transactions, reconciliations and clearance; and
    - Provide support on processing corporate charges for business unit.
  - Liaison with external auditors during the annual audit process
  - Investigating and answering accounting queries from the business
  - Provide assistance on other external reporting requirements, as required
  - Able to assist or being a back-up for other team members, as required
  - Involvement in ad-hoc accounting projects as required

- **Treasury**

  Treasury Back / Middle Office Reporting and Settlements

  - Manage treasury middle and back office processes, including trade accounting setup, 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 within expected timeframes
- Monitor Counterparty risks are managed within treasury policy
- Preparation of daily and/or monthly treasury reconciliations
- Manage the treasury system reports for financial reporting
- Maintain awareness and understanding of the Treasury policy and procedures
- Provide back up to the Treasury team for settlements, as required

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 for confirmations and ensure actions required are completed within expected timeframes

- **Other**
  - Communicate accounting policies and guidance to the business as required
  - Develop effective relationships with internal and external stakeholders
  - Actively identify areas for process improvement within role or in wider team
  - 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

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		✓	✓	✓
	Internal auditors		✓	✓	✓
External	External auditors		✓	✓	✓
	Professional advisors		✓	✓	✓
	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 financial processes, reporting requirements and NZ IFRS or PBE IPSAS

Desirable:

- You have work experience in a large and complex environment
- 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 to this qualification