



Financial Planning & Performance Reporting Manager

CFO Group

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| Team: | Financial Planning & Performance Reporting | Location: | Wellington |
| Reports to: | Financial Controller | | |
| 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

The Financial Planning & Performance Reporting Manager is a key part of KiwiRail's Finance team. The Financial Planning and Performance team is responsible for aggregating KiwiRail's financial and non-financial planning, monitoring and reporting actual results, and providing tools and systems to enable these processes. The result of these activities will be the provision of strategic, financial, commercial and non-financial performance analysis and advice to the business and wider stakeholders.

This role ensures that financial and performance reporting is aligned to KiwiRail's strategic objectives and is focussed on key business drivers. By working collaboratively across the business, this role plays an important part in enhancing KiwiRail's reporting to deliver clear, succinct insights on business performance.

Key Accountabilities

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

- Lead and oversee the delivery of trusted, timely, relevant, insightful and accurate financial and performance reporting aligned to KiwiRail's strategic objectives both internally and externally.
- Manage the preparation and delivery of the annual corporate reporting documents in line with statutory timeframes.
- Co-ordinate the Group budgeting and forecasting processes in conjunction with other Finance Leaders including the development of the budgeting approach and requirements, and ensure an integrated approach to financial planning.
- Proactively identify and implement opportunities for improving, integrating, streamlining reporting frameworks and processes to enhance the efficiency and consistency of financial and performance reporting.

Key challenges

- Managing multiple deliverables within tight timeframes.
- Balancing the needs of various stakeholders
- Managing and analysing complex and sensitive issues

| Key Relationships | | Manage /Lead | Deliver to | Collaborate with | Advise or inform |
|--|---------------------------------------|--------------|------------|------------------|------------------|
| Here are the key relationships relevant to this role | | | | | |
| Internal | CFO and Financial Controller | | ✓ | ✓ | |
| | Financial Planning & Performance Team | ✓ | | | |
| | EXCO and other senior leaders | | ✓ | ✓ | |
| | Strategy and Communications Teams | | | ✓ | ✓ |
| | Wider Finance Team | | | ✓ | ✓ |
| External | The Treasury | | ✓ | | |
| | Government Agencies | | ✓ | ✓ | |
| | External Auditors | | ✓ | | |

What you will do to contribute

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| 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 (Stakeholder) Focus | <ul style="list-style-type: none"> • Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Work with colleagues to improve customer outcomes |
| High Performing Teams Skills | <ul style="list-style-type: none"> • Set clear performance standards aligned with KiwiRail's goal • Build a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving • Identify opportunities for coaching and mentoring |
| Commercial Acumen | <ul style="list-style-type: none"> • Plan and monitor resource allocation to achieve team objectives • Identify, report and influence where possible the risks and opportunities that will affect the future financial horizon of the business • Provide independent analysis and advice on financial and performance issues and opportunities to relevant internal stakeholders • Provide high quality financial and business information at both an operational and strategic level that informs decision making |
| Financial Planning | <ul style="list-style-type: none"> • Co-ordinate the Group budgeting and forecasting processes in conjunction with other Finance Leaders including the development of the budgeting approach and requirements and ensure an integrated approach to financial planning • Provide independent analysis and advice and strategies on financial and performance issues and opportunities to relevant internal stakeholders • Lead the development of long-term financial forecasts including the annual commercial valuation |
| Financial and Performance Reporting | <ul style="list-style-type: none"> • Develop and implement frameworks to enhance the efficiency and consistency of financial and business reporting • Perform analysis and research to gain insights on latest reporting trends and requirements • Provide timely and accurate monthly performance reporting to the Board which is appropriately targeted and includes robust analysis of key business drivers, quality commentary and insight of actual and forecast performance • Lead the preparation of the annual corporate reporting documents such as the Statement of Corporate Intent (SCI) and the Integrated Report • Work with Commercial Finance teams to ensure significant variances and trends in business unit performance are monitored and reported, and that |

strategies are put in place to improve the quality of analysis and commentary

- Actively seek to gain efficiencies and productivity gains through research and enhancement of manual processes
 - Oversight of Government and agency reporting ensuring that all submissions are on time and completed to a high standard
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Decision Making

The position is accountable for decisions regarding financial and performance reporting and for the provision of reporting to relevant stakeholders.

Key decision-making requirements of the position include:

- Financial planning decisions
- Financial and performance reporting decisions

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| Human Resources Delegations | People Leader |
| Direct reports | 2 |
| 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

- You will have proven experience (10+ years) in financial reporting within large, complex and diverse organisations.
- You're skilled in quickly assimilating new information or areas of work and come to an understanding of unfamiliar and complex concepts
- You have strong written communication skills and the ability to articulate key messages clearly
- You understand KiwiRail's services and how we interact with other agencies and the Government
- You are skilled in managing complex relationships (internal and external stakeholders) are important to be successful in this role
- You have previous experience leading a team and lifting capability and developing people and promoting the generation of new ideas

Ways of working / Work-related qualities

- You guide your team through challenges, ensuring they stay positive and productive despite setbacks
- You focus your team on delivering high-quality service, ensuring customer needs are met
- You're flexible and practical
- You make good decisions and are politically aware

Qualifications

- CAANZ recognised Chartered Accountant qualification or comparable
- Relevant degree in Business/Commerce (ideally Major in Accounting)

**CREATING
STRONGER
CONNECTIONS**

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