



Management Accountant

Commercial Finance / Wellington Metros

Team:	Finance	Location:	Wellington
Reports to:	Senior Management Accountant - Metros		
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 primary role of the Management Accountant is the provision of financial information for performance management, business planning, decision support and analysis to optimise business objectives.

The Management Accountant will:

- work with the management accounting team, business unit management and support teams to capture, classify and process all of the business transactions into accurate, timely and relevant financial information
- Have an in-depth knowledge of the business unit activities combined with a thorough understanding of the operational and financial targets, to provide financial advice and support to business unit management.

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

Financial Analysis & Reporting

- Deliver accurate and timely monthly financial reporting and insights, highlighting capitalisation, project costs (OPEX & CAPEX), cost centre costs, and budget variances across infrastructure projects (OPEX & CAPEX).
- Provide high-quality analytical support and reporting for OPEX, CAPEX and asset management, ensuring alignment with KiwiRail's performance targets.

Budgeting & Forecasting

- Support in the development of OPEX budgets for Wellington metro region, including annual budgeting and monthly rolling forecasting.
- Assist managers with the preparation of annual budget and internal cost centre budgets (including KPIs, analysis, etc.)
- Prepare budget & forecast commentary including comments on the key variances from the strategic plan and comparison with previous actual and budget results
- Provide regular financial reporting and analysis
- Identify opportunities and risks in the budget and forecasts and provide a detailed summary of these risks
- Challenging and verifying submissions made by the cost centre managers
- Provide information to support and enable KPI and Line of Business (LOB) reporting and analysis.

Month End Process

- Provide regular financial reporting and analysis to the Wellington Metros business unit managers and senior members of the KiwiRail finance team.
- Complete journals and reporting requirements as detailed by the corporate office in a timely manner.
- Reconciliation of specific balance sheet accounts.
- Overview (and as required) participation in regular operational reviews and activities (e.g. stock-takes).

Strategic Business Partnership

- Develop effective business partnerships which demonstrate a clear understanding of the business, key cost and revenue drivers, business and financial performance indicators, business models etc.
- Provide high quality and timely analytical support
- Ensure that financial policies and standards are understood to ensure full compliance.

- Continuously identify and implement opportunities for improving, integrating, streamlining and sharing processes and/or service delivery
- Provide input into the preparation of capital expenditure proposals;

Process Improvement & Compliance

- Continuously identify and implement process improvements within infrastructure financial operations to increase efficiency and accuracy.
- Lead initiatives to transform financial reporting into PowerBi, enabling automation and self-service reporting.
- Ensure compliance with KiwiRail's financial policies, relevant regulations, and auditing requirements.
- Ensure all vendors/ contractors that are engaged by Kiwirail have appropriate commercial contracts in place and loaded to the central contract repository system.

Key challenges

- Providing timely and actionable financial insights to support decision-making in a fast-paced infrastructure environment with evolving priorities.
- Becoming proficient in Maximo and SAP, understanding their interactions, and understanding the limitations, as well as strengths of both systems.
- Navigating the complexities of capitalisation for infrastructure assets and ensuring robust financial controls are in place for ongoing and future capital projects, including the integration of City Rail Link (CRL) assets.
- Developing a deep and insightful understanding of SAP settlements, to ensure financial reports are understood fully, which will enable superior business insights and commentaries.
- Balancing stakeholder demands and working across Infrastructure, Finance, and Operations to ensure alignment in budgeting, forecasting, and reporting requirements.
- Being viewed as key strategic partners for the Metros leadership team.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal					
	Service and Access Teams	✓			
	Services and Access Leadership Team		✓	✓	
	Senior management across SDO		✓	✓	
	Internal service providers		✓	✓	
External					
	Wellington Regional Council		✓	✓	
	WorkSafe		✓	✓	
	Service providers		✓	✓	

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Actively support KiwiRail's Zero Harm initiatives, promoting a culture where safety and well-being are prioritised across all finance-related activities. • Collaborate with project managers to identify and address potential health and safety risks in infrastructure finance processes. • Report and investigate any incidents or near-misses, implementing corrective actions to maintain a safe working environment.
Customer Focus	<ul style="list-style-type: none"> • Provide accurate and actionable financial insights that enable infrastructure teams to meet project timelines, quality standards, and customer expectations. • Act as a proactive finance partner to the infrastructure teams, helping them make data-driven decisions that enhance customer satisfaction and project delivery. • Regularly gather feedback from internal and external stakeholders, using it to improve financial services and processes in alignment with customer priorities.
High Performing Teams Skills	<ul style="list-style-type: none"> • Mentor operational managers within the infrastructure metro region, developing their skills in financial analysis, reporting, and strategic thinking. • Foster collaboration between finance and infrastructure teams, promoting shared goals and accountability for project outcomes.
Commercial Acumen	<ul style="list-style-type: none"> • Support the development and monitoring of infrastructure budgets, forecasts, and cost controls to ensure efficient capital use and maximise financial returns. • Support infrastructure investment decisions with detailed cost-benefit analysis, enabling informed decisions that drive long-term value. • Maintain a keen focus on cash flow, cost structures, and funding requirements.
Role specific domain	<ul style="list-style-type: none"> • Follow governance frameworks and systems • Identify and address governance issues early
Role specific domain	<ul style="list-style-type: none"> • Choose and adapt appropriate risk management frameworks • Identify and forecast risks, issues, and opportunities
Role specific domain	<ul style="list-style-type: none"> • Apply asset management policies • Implement asset management frameworks

Decision Making

The position is responsible for key decisions that shape the financial and operational success of infrastructure. This includes:

- Financial Tracking and Insight: Ensure accurate financial tracking and provide insights to support initiative outcomes.
- Risk Management: Identify and mitigate financial risks, advising on solutions to maintain project stability.
- Strategic Project Delivery: Guide project delivery decisions to ensure initiatives are financially sustainable and aligned with KiwiRail's strategic objectives.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	As per role specific delegations
Budget (operating and capital)	As per role specific delegations
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

- At least 3 years post qualification experience in Chartered Accounting firm or large corporate business, including experience at a management level.
- Demonstrated experience and ability to work closely with management , including well-developed influencing skills and ability to challenge status quo
- You possess a working knowledge of ERP systems, particularly SAP or Maximo, and are adept at leveraging these for financial and asset management.
- You can use computer tools for information management

Ways of working / Work-related qualities

- You communicate effectively with stakeholders at all levels, fostering a culture of transparency and trust.
- You exhibit strong decision-making abilities, showing agility and strategic insight in a complex project environment.
- You demonstrate resilience and adaptability, working effectively under pressure and navigating organisational change.
- You prioritise customer needs, aligning financial strategies to deliver high-value outcomes for KiwiRail.
- You champion diversity, inclusion, and collaborative practices, contributing positively to KiwiRail's work culture.

Other Requirements

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

Qualifications

- You hold a degree in finance, accounting, or a related field.
- Relevant professional certification (e.g., CPA, CA) is preferred.

