



Senior Project Finance Partner

Position Description

Team:	PDT Finance	Location:	Wellington or Auckland
Reports to:	External Reporting Manager - RNIP	Job family:	N/A
Role Type:	FT	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 role forms part of the Kiwirail Infrastructure finance team and will work with the PDT Finance Team to deliver timely financial information for performance management, project planning, decision support and analysis to optimise project objectives for the Project Delivery Team (PDT) programme.

The primary role of the Senior Project Finance Partner is to undertake all project accounting tasks and ensure financial project controls are being followed and finance training is delivered to the PDT Project Managers (PMs) where required. It's essential that you create strong partnerships with the PMs to enable accurate project revenue, expenditure, and outturn position forecasts. Additionally, accurate tracking of customer revenue claims, funding, and supplier commitments is essential to provide accurate project cashflow.

Acting as a finance subject matter expert, the Senior Project Finance Partner will partner with the PMs and estimators to gain a sound understanding of each projects scope to ensure actual and future costs in the forecast reflect the value of works completed and to complete.

With an in-depth knowledge of the project activities, combined with a thorough understanding of the financial metrics, the Senior Project Finance Partner is positioned to provide early warning of financial risks to the Project Managers.

The Senior Project Finance Partner is a key member within the wider commercial and administration support teams and is expected to:

- act as the project finance expert and provide guidance to the Programme Director, Project Managers and Team Leaders.
- be an active, positive, and engaged member of the wider team.
- facilitate communication and interactions between teams.
- identify and promote learning and development opportunities.
- Mentor other members of the PDT Finance Team

Key Accountabilities

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

- Develop effective business partnerships with Project Managers which demonstrate a clear understanding of the projects, key cost and revenue drivers, business and financial performance indicators, business models etc.
- Ensure that financial policies and standards are understood and provide relevant project managers with the knowledge and capability to ensure full compliance.
- Undertake and support the management/financial accounting month end tasks to ensure that project transactions are recorded accurately in SAP ERP, and reporting shows an accurate position of revenue, expenditure, and margin.
- Deliver monthly financial reports to project owners and stakeholders within the monthly time frames, ensuring that variance commentary is a robust analysis of actual and forecast performance against the budgets and forecasts.
- Ensure retentions held and released under the Construction Contracts Act for projects within the PDT portfolio, are recorded in the project ledger and balance sheet accurately and reconcile to the relevant contractor payment schedule.
- Ensure all completed projects are closed in SAP inline with the project closure process.
- Guides and supports PDT Finance team to ensure the correct setup and management of project purchase orders, commitments, and cost.
- Work with Project Manager, Programmers and Production team to create Work Breakdown Structures in SAP that provide transparent cost control against estimates, budgets, scope, and deliverables.
- Acts as a role model to the wider project finance team, sharing learnings, improvements, and challenges.
- Challenge the project team on cost, outturn, and risks assumptions as appropriate to ensure projections are always robust, logically supported, and well understood.

Key challenges

- Managing the appropriate allocation of resources in a cost saving environment
- Managing and analysing complex and sensitive issues
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Project Director		✓	✓	
	PDT Project Managers		✓	✓	
	Services and Access Leadership Team		✓	✓	
	Wider Kiwirail Finance Team		✓	✓	
	Internal service providers		✓	✓	
External	3 rd Party Billing Client				

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • 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 • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • 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 • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position
Project Governance	<ul style="list-style-type: none"> • Follow governance frameworks and systems • Identify and address governance issues early • Improve and maintain probity standards • Implement project management best practices • Monitor and review project performance regularly
Risk Management	<ul style="list-style-type: none"> • Choose and adapt appropriate risk management frameworks • Identify and forecast risks, issues, and opportunities in projects • Lead risk assessments and develop management strategies • Implement risk controls and engage stakeholders in risk management
Business Partnering	<ul style="list-style-type: none"> • Develop effective business partnerships across all levels • Provide support to relevant business units to build their understanding and confidence in financial information and underlying finance systems • Identify improvements and work with the business to improve

Decision Making

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to project team members and relevant stakeholders on day to day operational decisions.

Key decision-making requirements of the position include:

- Project management and delivery decisions
- Risk management decisions
- Project resourcing, planning and scheduling decisions

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

- 5 years post qualification experience in a large corporate business or Chartered Accounting firm
- Experience in project finance for large and complex infrastructure projects
- Demonstrated experience and ability to work closely with senior management and Executive teams, including well-developed influencing skills and ability to challenge status quo

Ways of working / Work-related qualities

- You communicate well at all levels
- 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

Desirable Requirements

- Experience in project finance for large and complex infrastructure projects.
- Working knowledge of SAP or similar scale ERP system
- Infrastructure, construction, or project accounting experience
- Understanding of Asset Capitalisation processes
-

Qualifications

You need:

- Recognised Chartered Accountants Australia and New Zealand qualification or comparable.
- Bachelor Business/Commerce in Accounting, or comparable

**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.