



Project Finance Analyst – Rolling Stock Procurement

Capital Projects and Asset Development (CPAD)

Team:	CPAD Finance	Location:	Millennium Centre, Auckland
Reports to:	Programme Commercial Manager Rolling Stock Procurement		
Role Type:	Fixed Term to 31 December 2027		

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 CPAD Rolling Stock Procurement programme represents a combined capital investment of \$1.6 billion, aimed at procuring rolling stock to ensure KiwiRail has a resilient and reliable fleet of locomotives, shunts, and wagons.

The Project Finance Analyst supports the financial administration, reporting and close-out requirements of the Rolling Stock Procurement Programme as it progresses through its delivery phase.

Working under the direction of the Programme Commercial Manager and senior finance team members, the role prepares and maintains accurate financial information, supports monthly reporting and forecasting, monitors project costs, and coordinates funding reconciliation and asset-capitalisation activities.

The role is responsible for completing established financial processes and identifying and escalating discrepancies, risks or issues requiring senior review. Complex commercial advice, senior stakeholder engagement, programme-level financial decisions and strategic financial oversight remain with the Programme Commercial Manager and other senior finance resources.

Key Accountabilities

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

Financial reporting and administration

- Prepare monthly project financial reports using established templates and processes.
- Reconcile actual project costs against approved budgets and forecasts.
- Prepare initial variance commentary for review by the Programme Commercial Manager.
- Maintain project financial records, supporting documentation and audit trails.
- Process and monitor journals, purchase orders, accruals and other project-finance transactions.
- Follow up missing or incomplete financial information with project team members.
- Escalate material discrepancies, emerging variances or financial-control issues for review.
- Support month-end and year-end financial processes.

Budgeting and forecasting support

- Collate forecast information from Project Managers and relevant programme stakeholders.
- Update project forecasts using approved assumptions, timelines and programme information.
- Maintain cash-flow forecasts and cost-to-complete schedules for senior review.
- Monitor alignment between financial forecasts and current programme milestones.
- Identify inconsistencies in forecast information and refer these to the Programme Commercial Manager.
- Support the annual budgeting and monthly rolling-forecast processes.
- Maintain baseline data and supporting financial information.

Funding and reconciliations

- Prepare regular funding reconciliations and supporting schedules.
- Maintain records of programme funding, expenditure and claims.
- Assist with the preparation of information required for internal and external funding reports.
- Investigate reconciliation differences and escalate unresolved items.
- Provide supporting information to the Funding team and senior finance staff as required.

Asset capitalisation and close-out

- Coordinate financial information required for asset capitalisation.
- Maintain asset and project close-out schedules.
- Confirm that required supporting documentation has been received and recorded.
- Assist with the financial closure of completed workstreams and contracts.
- Work with project and finance teams to resolve outstanding transactional matters.
- Support the transition of financial records and processes into business-as-usual arrangements.

Key challenges

- Producing accurate work within agreed timeframes.
- Managing routine financial processing activities during peak periods.
- Maintaining organised and complete financial records.
- Learning and applying KiwiRail finance processes and systems.
- Responding to stakeholder requests in a timely and professional manner.
- Escalating issues appropriately when they fall outside established procedures.

Key Relationships Here are the key relationships relevant to this role		Deliver to	Collaborate with	Escalate to	Advise or inform
Internal	Programme Commercial Manager	✓	✓	✓	
	Project Managers	✓			
	Corporate Finance	✓	✓		
	Treasury	✓			
	Internal service providers	✓			
External	Suppliers and consultants		✓		

What you will do to contribute

Health Safety and Wellbeing	• Follow KiwiRail's health and safety policies, procedures, and requirements. • Take reasonable care for your own safety and the safety of others. • Report hazards, incidents, and near misses promptly. • Contribute to a positive and healthy working environment.
Customer Focus	• Provide timely and professional support to internal customers. • Respond to requests for information within agreed timeframes. • Build positive working relationships with stakeholders. • Escalate customer issues when appropriate.
Teamwork and Collaboration	• Deliver accurate and high-quality work within agreed deadlines. • Work collaboratively with colleagues across Finance and the wider business. • Contribute positively to team discussions and activities. • Seek and apply feedback to improve performance and capability. • Support team objectives and shared outcomes.
Finance Administration and Support	• Process financial transactions accurately and in accordance with approved procedures. • Support the preparation of routine financial reports and reconciliations. • Maintain accurate financial records and supporting documentation. • Assist with purchase order, invoice, journal, and accrual processing activities. • Identify discrepancies and escalate issues to senior team members. • Follow established financial controls, policies, and procedures.
Continuous Improvement	• Identify opportunities to improve day-to-day processes. • Contribute ideas that improve efficiency and accuracy. • Participate in process improvement activities when required. • Build knowledge of KiwiRail financial systems and processes.

Decision Making

- Operates within established financial policies, processes and reporting frameworks.
- Prepares financial information and recommendations for review.
- Escalates material variances, risks, control concerns and matters requiring commercial judgement.
- Does not independently provide strategic commercial advice or approve financial decisions.
- No direct reports.
- No financial, human resources, travel or statutory delegations.

Human Resources Delegations	Nil
Direct reports	0
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

- One to three years' experience in financial accounting, management accounting, project accounting or a related finance role.
- Experience supporting month-end reporting, reconciliations, budgeting or forecasting.
- Strong numerical and analytical skills, with attention to accuracy and detail.
- Working knowledge of financial systems and Microsoft Excel.
- SAP, Power Query or Power BI experience would be advantageous.
- Exposure to project accounting, capital projects or asset capitalisation would be advantageous.
- Able to follow established processes and identify and escalate discrepancies.
- Able to build effective working relationships with finance and project-team colleagues.
- Experience in government funding or major procurement programmes is desirable but not essential.

Ways of working / Work-related qualities

- Demonstrates a positive attitude and willingness to learn.
- Produces accurate work and pays attention to detail.
- Follows established processes and procedures.
- Manages time effectively and meets deadlines.
- Works collaboratively and builds positive working relationships.
- Communicates clearly and seeks guidance when required.

Other Requirements

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

Qualifications

- Progress towards a professional accounting qualification would be advantageous but is not required.
- A relevant tertiary qualification in finance, accounting, commerce or a related discipline is preferred.

