



## Programme Commercial Manager

### Capital Projects and Asset Development (CPAD)

<b>Team:</b>	CPAD Finance	<b>Location:</b>	Millennium Centre, Auckland
<b>Reports to:</b>	Programme Commercial Manager Rolling Stock Procurement		
<b>Role Type:</b>	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.

This role, positioned within the Chief Financial Officer Group, serves as the Project Finance Partner for the programme. It provides financial insights to support performance management, planning, decision-making, and analysis to optimise project outcomes.

The Project Finance Partner works closely with the Programme Commercial Manager, Project Managers, business support teams, and financial control teams to ensure accurate, timely, and relevant financial reporting. Key responsibilities include ensuring the accuracy of financial transactions, completing month end reporting, monthly forecasting cost to complete estimates, and aligning financial forecasts with programme delivery stage gates.

By developing a deep understanding of programme activities and financial metrics, the role is critical in identifying and escalating financial risks and opportunities to inform project decisions.

At KiwiRail, Health and Safety is a core operational priority. As a safety leader, you will be expected to actively demonstrate and promote safe practices — “walk the safety talk.”

### Key Accountabilities

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

#### Financial Advice and Analysis

- **Analytical Support:**
  - Assist with providing timely and high-quality financial analysis for the assigned programme portfolio to support strategic and operational decision-making
  - Assist with collating data for input into business cases and investment proposals
  - Identify and escalate financial risks to the Programme Commercial Manager and Project Managers
- **Stakeholder Engagement:**
  - Understand programme internal and external stakeholders, their interests, influence, reporting and impact on successfully delivering CPAD projects
  - Ensure all reporting and information provided to programme, internal and external stakeholders is appropriate, accurate, clear and concise
- **Business Partnership:**
  - Develop strong working relationships with the programme team and wider CPAD Finance team, to develop a deep understanding of what project objectives, scope, and cost drivers influences the financial positions of the programme
- **Process and Compliance Leadership:**
  - Identify and implement opportunities to improve, integrate, streamline, and share financial processes and service delivery

#### Foreign Currency Management

- **Assessment of Foreign Currency Needs:**
  - Assist with collating foreign currency requirements for each overseas procurement contract, ensuring accurate cashflow projections are developed in each currency

- **Treasury Engagement and Hedging:**  
Provide up to date contract data to the KiwiRail Treasury team to ensure appropriate foreign currency hedging arrangements are in place for each contract
- **Policy Compliance:**  
Ensure all procurement contracts involving foreign supply are reviewed by the KiwiRail Treasury team and comply with established procurement and treasury policies and procedures

## Financial Reporting

- **Monthly Programme Reporting:**  
Provide accurate, timely, and targeted monthly programme reports to relevant managers and external stakeholders. Reports must be accurate and include robust analysis, insightful commentary, and clear interpretation of actual and forecast performance
- **Reporting Framework Development:**  
Make suggestions on improving the reporting frameworks that enhance the efficiency, consistency, and quality of financial and business reporting across the programme
- **Performance Monitoring Tools:**  
Develop an understanding of the project performance metrics used to track progress against budgeted costs and proactively report on emerging variances and trends. Identify and communicate financial risks and recommend mitigation strategies

## Budgeting and Forecasting

- **Budget and Forecast Management:**  
Assist in delivering the annual budget, monthly rolling forecasts and clearly communicate deadlines and input requirements. Challenge assumptions and support the development of robust financial plans
- **Variance Analysis:**  
Ensure all variances explanations are clearly and concisely explained with reference to original budget and forecast scope and assumptions, and the key drivers causing the change
- **Alignment with Programme Milestones:**  
Confirm that project forecasts are consistently aligned with the latest programme timelines and key milestones
- **Risk and Opportunity Identification:**  
Identify financial risks and opportunities within forecasts, ensuring these are appropriately reflected in contingency planning
- **Cashflow Forecasting:**  
Create accurate and robust cashflow forecasts for the assigned programme, including sensitivity analysis and scenario planning
- **Baseline Development and Tracking:**  
Provide support and data for the development of project financial baselines for bid submissions

## Key challenges

- Working in a complex project environment
- Ensuring KiwiRail teams adhere to CPAD and KiwiRail project financial controls and processes
- Managing multiple stakeholders

<b>Key Relationships</b>		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	CPAD Programme Commercial Manager		✓	✓	✓
	CPAD Programme Commercial Manager		✓	✓	✓
	Corporate Finance Teams		✓	✓	✓
	Programme Director and Project Managers		✓	✓	✓
	KiwiRail Corporate Finance and Treasury		✓	✓	✓
	KiwiRail Funding Team		✓	✓	✓
External	Funders - Ministry of Transport and Treasury		✓		✓
	Consultants and Suppliers			✓	✓

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Follow safety procedures</li> <li>• Promote a culture of safety and wellbeing</li> <li>• Respond appropriately to safety incidents and near-misses</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Provide a positive customer experience</li> <li>• Support a customer-focused culture at KiwiRail</li> <li>• Respond quickly to customer needs</li> <li>• Collaborate with colleagues to improve customer outcomes</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Deliver high-quality work aligned with KiwiRail's performance objectives</li> <li>• Foster a collaborative and supportive team environment</li> <li>• Maintain a constructive mindset when giving and receiving feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> <li>• Proactively identify improvement opportunities and contribute to solution development</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Identify and escalate financial risks and opportunities</li> <li>• Provide robust insightful financial analysis to support informed decision-making</li> <li>• Be able to plan and monitor resource allocation on projects</li> <li>• Demonstrate sound understanding of financial impacts and deliver value for money</li> <li>• Apply and uphold procurement policies and guidelines in all commercial activities</li> <li>• Understand and articulate the broader impact of financial decisions on KiwiRail's overall performance</li> </ul>
<b>Innovative Ways of Working</b>	<ul style="list-style-type: none"> <li>• Champion and facilitate innovative approaches to working within the team and across the CPAD Group</li> <li>• Encourage bottom-up engagement, collaboration, and the creation of environments that support innovative thinking and diverse ideas</li> </ul>

## Decision Making

This role includes leadership responsibility for one direct report

<b>Human Resources Delegations</b>	0
<b>Direct reports</b>	0
<b>Finance Delegations</b>	Nil - refer to the Delegated Financial Authority Framework
<b>Budget (operating and capital)</b>	Nil
<b>Travel Delegations</b>	Nil
<b>Statutory powers</b>	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. KiwiRail will review and update it with you if your responsibilities change.*

## About you

### Knowledge and experience

- Minimum of four years' experience in a financial or management accounting role. Experience in a high value and high-volume project environment is desirable
- Solid experience completing month end, reporting, variance analysis and commentary
- Demonstrated experience in collaboratively building rolling monthly forecasts and annual budgets that align to programmes of work
- Skilled in building strong relationships with business leaders or project managers, with the confidence to influence and challenge decisions
- Working knowledge of ERP systems, particularly SAP, with the ability to leverage them for effective financial management and reporting
- Demonstrates financial modelling capabilities and proficiency in tools such as Excel, PowerQuery, and PowerBI
- Background in project accounting or asset procurement within the transport or engineering sectors is advantageous
- A strong understanding of government funding frameworks is advantageous

### Ways of working / work-related qualities

- Communicates effectively across all stakeholder levels, fostering transparency and trust
- Demonstrates sound decision-making with agility and strategic insight in complex project environments
- Shows resilience and adaptability under pressure, navigating organisational change with confidence
- Prioritises customer needs by aligning financial strategies to deliver high-value outcomes for KiwiRail
- Promotes diversity, inclusion, and collaboration, contributing positively to KiwiRail's workplace 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