



Senior Management Accountant

CFO Group

Team:	Commercial Finance	Location:	Auckland
Reports to:	Commercial Finance Manager – C&G Freight		
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 Senior Management Accountant is the provision of financial information for performance management, business planning, decision support and analysis to optimise business objectives.

The Senior Management Accountant will work with the management accounting team, the various business unit support teams and the financial control teams to capture, classify and process all of the business transactions into accurate, timely and relevant financial information.

With an in-depth knowledge of the business unit activities combined with thorough understanding of the operational and financial targets the Senior Management Accountant is positioned to provide insightful financial advice and support to business unit management.

The Senior Management Accountant as a key leader within the wider management accounting and administration support teams and is expected to:

- be an active, positive and engaged member of the wider team
- facilitate communication and interactions between teams
- identify and promote learning and development opportunities

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

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

Financial Management / Reporting / Business Unit Support

- Work professionally as a member of the KiwiRail Finance team; provide reporting and analysis of business activity; co-ordinate and participate in the preparation of weekly/monthly/annual finance reports; co-ordinate and participate in the preparation of the annual budget and periodic reforecast of KiwiRail's financial performance
- Provision of information to support and enable KPI and other reporting and analysis.
- Provide assistance and support to relevant business units to build their understanding and confidence in financial information and underlying finance systems, processes and procedures; provide an effective interface between the business and Finance
- 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 for projects, strategic initiatives, business development proposals and other initiatives
- Ensure that financial policies and standards are understood and provide relevant business units with the knowledge to ensure and capability to ensure full compliance.
- Continuously identify and implement opportunities for improving, integrating, streamlining and sharing processes and/or service delivery.

Budgeting / Forecasting

- Take a lead role in the preparation of KiwiRail's annual budget and periodic forecasts.
- Review work completed within the Finance team in relation to Budget and Forecast preparation.

	Prepare Budget and Forecast presentations, identifying and explaining key variances.
Month End Process	- Regular financial reporting and analysis to Business Unit managers and Senior members of the KiwiRail Finance Team. - Complete reporting requirements as detailed by the corporate office in a timely manner. - Reconciliation of specific balance sheet accounts.
Staff Management	- Clearly and comfortably delegates both routine and important tasks and decisions. - Effective work split within management accounting team to ensure deadlines are met - Identifies and facilitates training requirements for staff in the management accounting team - Completes Performance Review process with direct reports, in accordance with KiwiRail policy and timeframe. - Ensures all staff are aware of what is expected of them. Facilitates regular feedback - Support team members' physical and mental health
Leadership	- Proactively work with and support Operational and Business teams to ensure agreed services for the business are delivered - As part of the Finance group, contribute to leadership and development of the Finance team and be a role model across the team and wider business - Support and guide Business Unit managers and team leaders in developing their knowledge and skills in the finance area

Key challenges

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

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	CFO, Financial Controller, General Manager – Customer & Growth, EGM - Passenger		✓	✓	
	Commercial Finance Team	✓	✓	✓	
	Wider Finance Team			✓	✓
	Internal service providers (Business Units)		✓		
	Management Accountant (Corporate)	✓			
External	External Auditors		✓		

What you will do to contribute

Health Safety and Wellbeing	- 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	- 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	- 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	- Plan and monitor resource allocation to achieve team objectives - Consider financial implications when making recommendations - Recognise how financial decisions impact KiwiRail's overall position
Financial Planning	Contribute to 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

Decision Making

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

Key decision-making requirements of the position include:

- Financial budgeting decisions
- Financial and performance reporting decisions

Human Resources Delegations	People Leader
Direct reports	1
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 experience 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 competent in utilising computer skills to assess problems

Ways of working / Work-related qualities

- You communicate effectively with stakeholders at all levels, fostering a culture of transparency and trust.
- You demonstrate resilience and adaptability, working effectively under pressure and navigating organisational change.
- You champion diversity, inclusion, and collaborative practices, contributing positively to KiwiRail's work culture.
- You are able to be flexible with work requirements as demands may require attention to different priorities.

Other Requirements

- You can pass regular drug and alcohol screenings

Qualifications

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

