



Senior Management Accountant

Wellington Metro

Team:	Finance	Location:	Any
Reports to:	Commercial Finance Manager - Infrastructure	Job family:	Finance
Role Type:	Permanent		

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 Senior Management Accountant – Wellington Metro (SMAWM), serves as a strategic business partner, providing financial oversight and commercial insight specifically for KiwiRail's metropolitan (metro) network in Wellington. Planned investment in the Wellington metro area will increase economic growth and productivity by allowing people and freight to be moved as efficiently, quickly and safely as possible.

Significant investment has already been made in the Wellington metropolitan network, and planned work will further develop commuter services in these areas. Once completed, the projects will:

- provide a better customer experience for the commuters who already make millions of journeys on the network each year
- ease congestion on the busiest parts of the network and allow for increased future demand
- deliver a modern network that is more reliable and can be efficiently maintained.

This role supports the Commercial Finance Manager – Infrastructure (CFMI) and collaborates with Infrastructure's metro team in Wellington to drive operational efficiency, as well as delivering well planned and appropriately prioritised maintenance, capital renewals and investment to achieve high quality outcomes for metro partners (GWRC) and the travelling public. This includes embedding mature robust asset management processes for both new and existing infrastructure assets.

The SMAWM will work with the Operations and Infrastructure Commercial Finance team, 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.

The SMAWM's responsibilities include managing CAPEX and OPEX spend within agreed funding envelopes by optimising budget and forecast accuracy, and aligning financial outcomes with KiwiRail's operational and strategic infrastructure goals. This role is pivotal in achieving KiwiRail's mission for "boringly reliable" and efficient metropolitan rail services.

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 the Management, Maintenance, and Operations (MMO) OPEX funding model, which informs the RNIP funding requested from Ministry of Transport (MoT) and New Zealand Transport Agency (NZTA).
- Support the Wellington Network Access Agreement (WNAA) build up, which informs the cost sharing funding requested from Greater Wellington Regional Council (GWRC).
- Lead the development of OPEX budgets for metro regions, including annual budgeting and monthly rolling forecasting.
- Manage the capitalisation processes, ensuring appropriate financial treatment and accurate tracking for all assets and infrastructure projects.

Month End Process

- Provide regular financial reporting and analysis to the 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

- Partner with Infrastructure and Finance teams to align project financials with KiwiRail's strategic priorities, driving operational efficiencies and optimising asset utilisation.
- Provide strategic financial guidance, support, and analysis to the infrastructure leadership team, influencing business decisions and investment strategies.
- Drive the Infrastructure business to deliver value for money through strategic partnering and commercial acumen.
- Lead business case development and interrogation to ensure commercial opportunities are explored.

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.

Leadership & Team Development

- Build and nurture strong relationships across infrastructure metro regions, fostering a collaborative and solution-driven culture.
- Promoting a high-performing, accountable, and safety-oriented work environment.

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.
- 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	Commercial Finance Manager – Infrastructure		✓	✓	
	Commercial Finance Metros Team Members			✓	

	Infrastructure Leadership Team		✓	✓	
	Finance and Treasury Teams		✓	✓	
	Policy and Funding Teams		✓	✓	
	Asset Management				✓
	RNIP External Reporting Team			✓	
External	Greater Wellington Regional Council (GWRC)		✓		
	Vendors and Contractors		✓	✓	
	Customers		✓	✓	
	External Auditors		✓	✓	
	New Zealand Transport Agency (NZTA)		✓		
	Ministry of Transport (MoT)		✓		



What you will do to contribute

Health Safety and Wellbeing	• 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	• 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.
Commercial Acumen	• Lead the development and monitoring of infrastructure budgets, forecasts, and cost controls to ensure efficient capital use and maximise financial returns. • Provide critical financial analysis on project performance and asset capitalisation to identify cost-saving opportunities and potential risks. • 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, ensuring sustainable financial health for infrastructure projects.
High-Performing Teams	• 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. • Encourage a proactive approach within the team, motivating members to identify and address issues independently while maintaining high standards. • Regularly recognise and celebrate team achievements, contributing to a positive and supportive team culture that drives high performance.
Process Optimisation	• Develop and implement process improvements to streamline financial reporting, ensuring timely and accurate data for decision-making. • Enhance the use of financial systems like SAP and Maximo, optimising project and asset tracking across the infrastructure finance function. • Establish clear procedures for capitalisation and asset management, reducing inefficiencies and improving data accuracy. • Collaborate with other finance leaders to share best practices, integrating innovative solutions that improve service delivery and financial insight.

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.
- Resource Allocation: Allocate financial resources effectively, aligning with project priorities and transformation goals.
- Strategic Project Delivery: Guide project delivery decisions to ensure initiatives are financially sustainable and aligned with KiwiRail's strategic objectives.
- Stakeholder Advisory: Offer informed, timely advice to project teams and stakeholders on operational and financial issues.

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

- You bring at least five years of post-qualification experience in finance or commercial management within infrastructure or asset-heavy industries.
- You demonstrate experience in high-level financial reporting, budgeting, and forecasting for large-scale capital projects.
- You possess a working knowledge of ERP systems, particularly SAP or Maximo, and are adept at leveraging these for financial and asset management.
- You have a track record of strategic financial partnership with senior management, including influencing and challenging decisions.
- You can use computer tools for information management
- You know how KiwiRail interacts with other agencies and the Government

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.

**CREATING
STRONGER
CONNECTIONS**