

KiwiRail | Position Description

Assistant Financial Accountant CFO Group

Role Purpose:

Working as part of the Financial Accounting team, the Assistant Financial Accountant will be responsible for providing accounting support services, including daily bank processes, month end processes, journals and fixed asset processing, balance sheet reconciliations and reports. The role will support the business by assisting with accounts administration, supporting financial processes, and maintaining financial records, and will investigate and answer queries from the business and the wider Finance team.

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 Relationships:

Responsible to:	Financial Accounting Manager
Location:	Wellington
Internal Relationships:	Financial Controller Tax Manager Corporate Finance Team Commercial Finance Team CPAD Finance Team Treasury Team Internal Audit Team
External Relationships:	External Auditors

Key Responsibilities and Accountabilities:

Financial Accounting and Tax Process
<ul style="list-style-type: none">• Provide accounting support services for the KiwiRail Group including:<ul style="list-style-type: none">○ Daily bank processing, reconciliation, and clearing of items bank accounts○ Performing month end processing, including processing general ledger journals○ Ensuring balance sheet accounts are reconciled and any issues resolved on a timely basis○ Assist in the preparation of indirect taxation returns, and providing operational support for the preparation of Income Tax and indirect taxes compliance reporting, as required○ Preparation of indirect taxation returns as required (back-up for Financial Accountant)○ Provide support on processing corporate charges for business units○ Provide assistance on asset accounting functions and asset processing as required○ Provide assistance and support in relation to lease accounting transactions, lease system maintenance and reporting as required○ Investigating and answering accounting queries from the business○ Other accounting support as requested
Financial Reporting
<ul style="list-style-type: none">• Assist with preparation of annual and half-year financial statements for the KiwiRail Group• Answer queries from external auditors during the annual audit process as required
Other
<ul style="list-style-type: none">• Respond to customers' and stakeholders needs and queries in a timely and professional manner• Build and maintain effective relationships with external and internal customers• Provide support and back-up of share services activities and the maintenance of master data, as required• Assist in the refinement of financial processes for areas of responsibility ensuring they are streamlined and simplified, and recommend improvements where possible• Communicate Group financial policies and standards (and facilitate compliance across the Group)• Ensure all financial records are kept in the relevant filing system, including emails and back-up of systems• General administration duties as requested, (e.g. scanning accounts, accounts related filing, opening and distributing mail)

Safety, Health and Wellbeing

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to KiwiRail's health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Report all accidents and incidents to your immediate supervisor within one hour.

Person Specification:

Area	Essential	Desirable
Education	<ul style="list-style-type: none">• Undergraduate degree in accounting, business or similar	<ul style="list-style-type: none">• Working toward, or intention to work toward, CA (or equivalent) qualification
Experience and Knowledge	<ul style="list-style-type: none">• General understanding of bookkeeping and accounting principles• Excellent skills in working with Microsoft Office products, specifically Word and Excel• Strong customer focus	<ul style="list-style-type: none">• Working knowledge of SAP or similar scale ERP system• Recent and proven experience in previous accounting roles