

# KiwiRail | Position Description

## Financial Accountant CFO Group

### **Purpose:**

The Financial Accountant is a key role in the KiwiRail Financial Accounting team, primarily responsible for completing asset accounting related transactions and associated tasks such as journals, reconciliations, reporting and financial notes.

The role will also be working with relevant stakeholders in order to complete the work required and ensure the integrity and accuracy of critical financial information are met.

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”

### **Dimensions:**

**Reports to:** Financial Accounting Manager

**Location:** Wellington

**Internal Contacts:** Asset Managers  
Project Accountants  
Financial Reporting Team  
Financial Controller  
Other managers/teams in Corporate Finance  
Commercial Finance Team  
CPAD Finance Team  
Treasury Team  
Risk and Assurance Team

**External Contacts:** External Auditors  
Professional Advisors and Valuers  
Valuers



## **Key Accountabilities**

### **Asset Accounting**

- Maintain the KiwiRail asset sub ledgers, including processing of all purchase and disposal transactions, transfers between asset classes and business units and monthly depreciation
- Ensure timely capitalisation of work in progress, working closely with the Project Accountants as required
- Reconcile the asset register to the general ledger and other business unit systems, dealing with reconciling items
- Ensure appropriate accounting treatment for projects including distinction between capital and operating project costs, in accordance with the relevant accounting policies and procedures
- Assist in the annual impairment review of all assets
- Assist in the cyclical revaluation process for significant assets
- Prepare required asset reporting for the business units
- Prepare capital expenditure reports for the Board
- Assist the business with all asset-related queries, providing advice and guidance as required

### **Asset Valuations**

- Assist Senior Financial Accountant (Assets) for the cyclical revaluation processes and prepare workpapers/reports as required
- Assist Senior Financial Accountant (Assets) to improve the valuation/asset function and resolve issues in the audit management report
- Contribute to review of valuation reports, ensure they are fit-for-purpose and revaluation results are reflected in the financial statements
- Contribute to discounted cashflow valuation models, assumptions and relevant documentations to ensure it is fit-for-purpose including engagements with relevant stakeholders to obtain the input needed
- Prepare fair value workpaper, evidence and documentation for all relevant asset classes
- Contribute to valuation workpapers and memos, and ensure valuations are reflected in the asset ledger/register

## **Financial Accounting and Reporting**

- Contribute to preparation of asset related notes in the financial statements and asset related policies
- Contribute to Group half-Year and year-end financial statements, including preparation of technical note disclosures as required
- Complete asset related journals and reconciliations
- Contribute to submission of monthly results to the Treasury (CFIS Reporting) for assets
- Liaise with external auditors during the annual audit process
- Provide guidance/support to other Financial Accounting team members as required

## **Other**

- Develop effective relationships with internal and external stakeholders
- Ensure process documentation is up to date and relevant to tasks and distributed as appropriate
- Contribute to process/system improvement within role or in wider team
- Provide assistance/back-up for Senior Financial Accountant (Assets) and financial processes/reporting as required
- Involvement in ad-hoc accounting projects as required

## **Zero Harm**

- 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 Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• 3-5 years working experience in financial accounting function</li><li>• Good understanding of financial processes, reporting requirements and NZ IFRS and/or PBE IPSAS</li><li>• Continuous improvement mindset</li><li>• Excellent communication skills</li></ul>	<ul style="list-style-type: none"><li>• Work experience in a large and complex environment</li><li>• Working knowledge of asset accounting</li><li>• Working knowledge of SAP or similar scale ERP system</li><li>• Recent and proven experience in previous accounting roles</li><li>• Capability to develop into a more senior role in time</li></ul>

## **Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Commerce Degree</li><li>• CAANZ CA Qualification</li></ul>	