

**Revenue Analyst  
Revenue Assurance Team**

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**Role Purpose:**

The purpose of this position is to ensure accurate billing and mitigation of revenue leakage.

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:** Revenue Assurance Manager

**Responsible for:** Nil

**Location:** Millennium Centre, Ellerslie (Auckland)

**Budget:** Nil

**Key Internal Contacts:** Management Accountants  
Service Centre Teams  
Commercial Team (KAE’s)  
CT Site staff  
Accounts Receivable  
Accounts Payable

**Key External Contacts:** Key customers, Suppliers and Service Providers,  
Auditors



## **Key Accountabilities:**

<b>Process / System Management</b>
<p>To ensure processes and data integrity, minimize revenue leakage and customer expectations are understood and met.</p> <ul style="list-style-type: none"><li>• Follow Revenue Analyst requirements to build a good knowledge base.</li><li>• Analyse current contracts and practices to identify and recommend areas for change.</li><li>• Develop systems that allow accurate data capture and effective reconciliation and invoicing.</li><li>• Highlight process deficiencies and assist in the development of improvements to ensure and maintain consistency of practice.</li><li>• Provide assistance to Key Account Executives; Accounts Receivable &amp; Payable</li></ul>
<b>Compliance</b>
<p>To ensure overall compliance with business processes including revenue protection.</p> <ul style="list-style-type: none"><li>• Complete reconciliation of cost against revenue generation.</li><li>• Completion of purchase orders and goods receipt process relevant to role.</li><li>• Monitor and measure process compliance (particularly in relation to data collection and capture)</li><li>• Complete process audits and share results with Revenue Assurance Manager and wider team as applicable</li><li>• Review work processes to identify opportunities for process solutions, continuous improvement, and recommendations for change.</li></ul>
<b>Planning / Operational Support</b>
<ul style="list-style-type: none"><li>• Identify shortfalls or gaps in system user competencies and develop remedial actions.</li><li>• Identify and manage error fixes in the exception reports and data entry analysis.</li></ul>
<b>Tasks and Reporting</b>
<ul style="list-style-type: none"><li>• Provide accurate, timely and meaningful internal reports to ensure Management have accurate data on which to make decisions.</li><li>• Work in with the BI Team to create, own, and maintain Customers reports as required.</li><li>• Clearing suspended transactions as required</li><li>• Address Customer queries</li><li>• Manual creations of tax invoices</li><li>• Manage system Customer contracts.</li><li>• Liase with necessary parties for billing and Customer information</li><li>• Internal &amp; External Audit Processes</li><li>• Reporting and Accruals</li><li>• Cross training and leave coverage.</li><li>• Reconcile roading activity ensuring contractual rates are applied.</li><li>• Validate 3<sup>rd</sup> party roading to minimise revenue leakage.</li><li>• Reconcile CT lifts activity ensuring correct invoicing to Kiwirail customer.</li><li>• Validate 3<sup>rd</sup> Party CT vendor Invoices ensuring contractual rates are applied.</li></ul>



## Zero Ham

- 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
<b>Education</b>	<ul style="list-style-type: none"> <li>• Minimal NCEA Level 3</li> </ul>	
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Strong numeracy and analytical skills.</li> <li>• Intermediate working knowledge of Microsoft Excel and computer skills in general</li> <li>• Good communication skills (written and verbal)</li> <li>• Some office experience and understanding of fundamental office practice and expected behaviours.</li> <li>• Proactive and willing</li> <li>• Adaptable and able to work in a changing and sometimes fluid environment.</li> <li>• Open and Honest.</li> <li>• A Team Player.</li> </ul>	<ul style="list-style-type: none"> <li>• 1–2 years' experience in the transport/logistics industry.</li> <li>• Finance Industry Experience.</li> <li>• Working knowledge of AMICUS, FBS, CTMS and DataDepot/Business Objects.</li> <li>• Working knowledge of SAP</li> </ul>

