



# Position Description

## SAP Master Data Analyst Shared Services - CFO Group

### **Purpose:**

The purpose of the SAP Master Data Analyst role is to support the Master Data and Administration Manager in maintaining the quality and integrity of the master data in SAP including specifically the data to support SAP Procurement Workflow. This role is part of a Master Data team that is to be the centre of excellence for Master Data for Kiwirail.

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:** Master Data and Administration Manager  
**Responsible for:** Nil  
**Location:** Wellington Railway Station  
**Budget:** Nil  
**Internal Contacts:** Corporate Finance Team, including Finance managers, accountants and administration; SAP support team; SAP project managers and team members; Business Unit Finance Managers; SAP Workflow PO creators and approvers  
**External Contacts:** May include interaction with solution and service vendors and selected KiwiRail vendors.

### **Key Accountabilities**

SAP Master Data
<ul style="list-style-type: none"> <li>• Maintain the quality and integrity of the master data in SAP including specifically Vendors, Customers, Projects, Cost Centre’s, Profit centers, GL Accounts and the procurement workflow.</li> <li>• Ensure that all additions and changes to master data are supported by an approved process and documentation as defined by KiwiRail.</li> <li>• Ensure compliance with controls while meeting agreed service level agreements with business users.</li> <li>• Work with and engage across the business with key stakeholders to understand business processes and data requirements.</li> <li>• Update training documentation for SAP users and increase user’s knowledge through helpdesk assistance and training as required</li> <li>• Identify, design and implement pragmatic best practice processes in Master Data management.</li> </ul>



- Perform regular reviews for the purposes of assessing master data compliance and identifying issues. Recommend and implement appropriate resolutions where necessary.
- Perform master data cleansing and migration activities to eliminate duplications and improve data quality for reporting and business decision making.
- Document new processes and controls and keep existing documentation up to date.
- Perform other Corporate Finance duties/projects as required.
- Backup all other team members as and when required

**Records Management**

- Ensure you are aware of and comply with policies and procedures around the creating, maintaining and destruction of records.
- All supporting documentation is stored, filed or attached in SAP as required.

**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 Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Working experience using SAP or similar ERP system</li> <li>• Understanding the importance of financial controls</li> <li>• Advanced skills in the MS Office Suite, particularly Excel</li> <li>• Customer focused and able to build relationships and engage with business</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SAP</li> <li>• Knowledge of KiwiRail procurement and Finance processes and systems.</li> </ul>



## **Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Secondary school education</li></ul>	<ul style="list-style-type: none"><li>• Tertiary education in the finance field</li><li>• Basic bookkeeping/accounting</li><li>• Basic IT</li></ul>

