Finance Manager

April 2025

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| Reporting Relationship and Location | | | | | |
| **Reports to:** | | | Financial Controller | | |
| **Team I Business Unit:** | | | Accounting I Finance | | |
| **Purpose** | | | | | |
| The Finance Manager will be responsible for leading the external reporting processes, capex and asset register processes. Additionally, the Finance Manager will contribute to monthly accounting, influencing those processes where necessary to streamline external reporting and capex.  The Finance Manager will lead a team of accountants and provide indirect leadership across the business to deliver those outcomes.  The Finance Manager will provide strategic insights to support decision-making processes and contribute to AKL’s overall financial health and growth. | | | | | |
| **Key Accountabilities** | | | | | |
| **Financial Result Preparation (external reporting)** | * Prepare the annual and interim reports. * Liaise with the auditors / audit process. * Set and distribute timetables for interim and annual reports to meet deadlines. * Ensure compliance with accounting standards including changes for new standards. * Prepare AFRC and Board papers relating to the financial statements. * Ensure reporting deadlines are adhered to. | | | | |
| **Monthly Accounting** | * Accountable for a share of the Finance team’s month end tasks including: * Journals and reconciliations; * Analysis of revenue/expense categories;   as agreed within the Finance team and with the Finance Controller.   * Oversight and review of monthly accounting work assigned to the accountants directly reporting to this role. * Provide backup to other Finance Managers tasks from time to time, including an awareness of income tax, the procure to pay system and leasing. | | | | |
| **Managing Fixed Asset Register and Capex Projects Accounting** | * Responsible for the capex ledger accounting and control processes. * Oversight and review of work performed by direct reports including: * Preparation of the Investment Property and Property, Plant and Equipment information for annual and interim financial statements. * Preparation of asset information for regulatory reporting. * Fixed asset reconciliations. * Asset splits review. * Depreciation review. * Subject matter expert on the impact of fixed asset / capex decisions on: * Profitability and tax efficiency. * Regulatory reporting. * AKL’s social license to operate. * Reconcile the fixed assets register with spatial information systems: * Perform transfers on land parcel. * Update JDE and the GIS team on changes | | | | |
| **Revaluation Coordination** | * Lead the revaluation process including: * Tenders and appointment of valuers. * Coordinate the provision of information to valuers including information from other departments. * Review draft valuations and liaise with key stakeholders. * Ensure results are reflected in the financial statements. | | | | |
| **Managing Utilities Administration and Accounting** | * Oversight of work performed by direct reports including: * Review monthly electricity billing and associated accruals. * Review quarterly water billing. * Work with Business Units managers to develop utilities reporting and improve processes as required. | | | | |
| **People Leadership** | * Develop and maintain a productive, harmonious and motivated team through the implementation of Auckland Airport’s People & Capability strategies and policies * Lead by example, living the Auckland Airport values every day | | | | |
| **Health, Safety and** **Wellbeing** | * Role model Auckland Airport’s commitment to “People First” Health, Safety & Wellbeing approach * Lead by example, demonstrating and communicating visibly safe work. * Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement. * Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing. * Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team. | | | | |
| People Responsibilities and Project Management | | | | | |
| People Leadership | | | | | |
| * Role is responsible for a team of 3 people; 3 Direct Reports; 0 Indirect Reports | | | | | |
| **Financial Responsibilities and Authorities** | | | | | |
| **Capital Expenditure** | | | | **Operating Expenditure** | |
| |  |  | | --- | --- | | Staff Designation | Budgeted CAPEX Maximum Financial Authority | | Management | $125,000 | | | | | |  |  | | --- | --- | | Staff Designation | Budgeted OPEX Maximum Financial Authority | | Management | $25,000 | | |
| **Financial Authority** | | | | | |
| * Not accountable for expenditure budget. Able to authorise minor expenditure from another person’s budget up to value of $125,000 capex or $25,000 opex | | | | | |
| **Structure Chart** | | | | | |
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| **Key Challenges** | | | | | |
| * Overseeing the accounting and control processes for more than $1 billion annual capex and $12 billion assets. * Leading a diverse team of accountants * Managing external reporting deadlines * Managing internal and external stakeholders and contributors * Balancing multiple responsibilities while maintaining high standards of accuracy and efficiency. * Adapt to changes in accounting standards and audit recommendations. * Contribute to continuous improvement and act as a key finance representative on projects. | | | | | |
| **Key Relationships** | | | | | |
| Internal | | | | | Purpose of contact with this person/s |
| * Leadership team / divisions * Finance team * Strategy Planning & Performance team * Economic Regulation & Pricing team * GIS team * Project managers * Business unit managers | | | | | * Providing strategic insights, including capex vs opex and implications of capex classifications and timing. * Providing broader leadership and support to the wider finance team. * Provide the strategic insights and information to support budgeting, forecasting, and regulatory pricing and reporting. * Collaborate with the GIS team to ensure quality and timely spatial asset information is available to support the fixed asset register, valuations and other financial processes. * Collaborate with project managers and business unit managers to provide them financial information and guidance for capex or opex projects. Also influence project managers to complete their finance related tasks. * Support business users with issues related to chart of accounts configuration. |
| External | | | | | Purpose of contact with this person/s |
| * Internal and External Auditors * Accounting and tax advisors * Valuation advisors * Capital project consultants * System support providers | | | | | * First point of contact for auditors including new accounting considerations and escalation of audit issues. Negotiation of Management responses to audit concerns and recommendations. * Obtain and utilise expert advice on material accounting or tax considerations * First point of contact for valuations. Manage RFQs and negotiate deliverables. Manage the valuation process and review quality and reasonableness of valuation reports. * Liaise with quantity surveyors and other capital project consultants to ensure quality and completeness of cost allocations for major projects. * Liaise with system support providers to improve |
| **Person Specification** | | | | | |
| **Qualifications (or equivalent level of learning)** | | | | | |
| Essential | | | | | Desirable |
| * Tertiary qualification (or equivalent experience) in accountancy, finance or similar. * Qualified Chartered Accountant (CA/CPA). | | | | |  |
| **Knowledge / Experience** | | | | | |
| Essential | | | | | Desirable |
| * Minimum of 6 years practical accounting experience, including experience in a large commercial organisation or CA firm. * Staff management experience. * Proven relationship management/interpersonal skills. * Advanced written and verbal communication skills. * Technical accounting knowledge in New Zealand GAAP and International Financial Reporting Standards. * Advanced computer skills, including: * Strong Excel spreadsheet skills * ERP systems (eg JD Edwards, SAP, Oracle, MS Dynamics 365) * Exposure to taxation including deferred tax and tax return process. * Exposure to fixed asset accounting | | | | | * Experience in companies with large PP&E or IP asset bases (eg property investment, telecoms, electricity, water, airlines, airports). * Audit or external reporting experience for a Tier 1 organisation. * JD Edwards experience |
| **Key Skills / Attributes / Job Specific Competencies** | | | | | |
| **Level** | | | | | **Skill / Attribute / Competency** |
| Expert Level | | | | | Financial Analysis  Technical Financial Knowledge |
| Advanced Level | | | | | Written communication  Relationship management  Interpersonal skills  Financial reporting standards  Asset accounting issues |
| Working Knowledge | | | | | Taxation Issues  Auckland Airport’s Commerce Commission reporting requirements  Revaluation methodologies |
| Awareness | | | | | Aeronautical industry |
| **Values** | | | | | |
| ***Whiria te tangata.*** Our values weave us together. They’re what we stand for, who we are and how we think, feel and act. | | | | | |
| **All in** Tātou tātou | | * People first * Seek understanding * Acknowledge others * Empathise and support * Diverse & inclusive | | | |
| **Know How** Kōkiri Tahi | | * Explore and solve together * Curious and open * Bring your voice & share your skills * Unite and collaborate * Right people in the room | | | |
| **Let’s Go** Karawhiua | | * Challenge yourself * Take pride * Act with intent and integrity * Keep your word * Deliver excellence | | | |
| **Changes to Position Description** | | | | | |
| From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport’s work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required. | | | | | |
| **Sign-Off** | | | | | |
| **Job-Holder** | | | | **People Leader** | |
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