

Queensland Airports Limited Position Description



Our Vision defines our purpose. Our seven value drivers guide our strategic direction. Within each driver are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision

Position Title: Finance Manager

Location: Gold Coast

Department: Finance

Reports to: Financial Controller

Reporting to this position: 2 Direct Reports

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Position Purpose

Reporting to the Financial Controller, the Financial Manager is responsible for the preparation and maintenance of the payroll and transactional functions for the QAL Group.

Developing a strong governance framework that enables timely and accurate compliance with reporting deadlines, as well as the timely and accurate receipt and payment of debtors and creditors.

Inherent in the role is the continuous improvement of process, governance and team development.

Position Requirements

Objective 1: Financial Management of Transaction Accounting

- Manage all compliance and statutory activities for the Transactional function (Accounts Receivable and Accounts Payable)
- Review and monitor the accounts for the QAL Group of Companies
- Flexibility to support transaction financial team during busier periods
- Escalate debt collection in accordance with QAL Group debtor policy
- Review the timely and accurate invoicing of debts within the Group in accordance with specific agreement or the published general aviation prices and QAL's Debtor policy
- Ensure the timely and accurate payment invoices in accordance with QAL's terms and conditions
- Manage and monitor the Group's doubtful and bad debts including liaising with collection agencies as required.
- Ensure car park and other refund management is to policy

Objective 2: Financial Management of Payroll

- Manage all compliance and statutory activities for the Payroll function
- Review the periodic employee wage and salary payments
- Ensure confidentiality of all payroll information
- Ensure appropriate governance is applied to the payroll function
- Ensure cyclical monthly debtors reporting, invoicing, debtor collection and payment of invoices when required
- Manage the accurate processing of payroll on a fortnightly basis
- Keep abreast of Industrial Relations matters both State and Federal
- Support the Payroll Officer with annualised salary reconciliations, roster costing and ad hoc reporting including WGEA and Great Places to Work
- Report any anomalies to the Financial Controller in relation to time sheets and or payroll documentation which may result in an Industrial Relations concern
- Provide support to other business units in relation to the use of payroll and time tracking system
- Provision of accurate payroll information to the P&C and Finance department as requested
- Support contact for all employee payroll queries and ownership from investigation through to resolution

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Objective 3: Financial Management

- Implementation and continuous improvements of systems for effective management systems
- Assist with queries from internal and external stakeholders
- Establish and maintain effective network links and relationships with key internal and external stakeholders to achieve mutually beneficial outcomes.
- Ad-hoc assistance to the broader finance team as required
- Administer and ensure achievement of all accounting, financial and operational targets, and achieve organisational and accounting objectives
- Manage and protect the financial information and records of the group as relevant to their tasks
- Assistance with review and production of various policies/procedures
- Reconcile respective balance sheet accounts on a monthly basis and carry out investigation and corrective action arising from reconciliation discrepancies
- Support the Financial Controller with the annual external audit
- Ad-hoc assistance to the broader finance team as required

Objective 4: Management, Leadership and Relationship Building

- Manage direct reports by setting objectives, coaching and training and focussing on overall development
- Act as a leader across the broader finance team
- Demonstrate quality leadership practices that promote teamwork, encourage communication and delivers continuous improvement
- Communicate company and corporate policy, procedures, initiatives, training and other messages effectively to employees and key stakeholders on the airport and in the community
- Act as a role model of corporate values
- Monitor and ensure direct reports are effectively achieving the goals and KPI's

Objective 5: Project Participation / Innovation / Continuous Improvement

- Continuous improvement – support the Finance transformation, automation and innovation plan and actively identify opportunities for efficiency improvements or risk mitigation
- Build strong working relationships with internal and external stakeholders

Objective 6: Workplace Health and Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities

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- Ensure that all work areas and equipment under their control is safe and without risk to health and safety
- Ensure all hazards and incidents are identified, assessed, controlled and reported via the QAL reporting process
- Provide appropriate instruction, information, training, relevant PPE and supervision of employees, contractors and others to enable work to be carried out safely
- Develop Standard Operating Procedures (SOPs) to control the operations of their department and ensure employees adhere to them
- Respond to employee safety suggestions and take appropriate action to correct sub-standard conditions or reporting items beyond their authority to remedy
- Ensure the highest possible standard of housekeeping is maintained throughout the area of control
- Carry out health and safety inspections of all areas and operations under their control and record results in the non-conformance register and corrective action taken to remedy hazard
- Apply Balanced Approach process when employees fail to discharge their health and safety requirements
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to relevant aviation safety and security requirements

Behavioural Expectations for all QAL Employees

QAL employees are expected to demonstrate behaviour which is aligned to our core values:

Authentic

- We are true to ourselves and our communities.
- We build genuine connections and deliver on our promises with integrity.

Brave

- We dare to be different and inspire change.
- We pursue new opportunities with courage and challenge the status quo.

Inclusive

- We celebrate difference and empower one another.
- We value every perspective and recognise that diversity makes us stronger.

Responsible

- We lead the way with purpose.
- We are accountable for our decisions.

Behavioural Objectives

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Whether a team member without direct reports or an executive running a division, all employees at QAL lead in one way or another. They may lead self, lead others or lead business. As such within the Performance Conversations set each year, managers will seek to set clear behavioural expectations for your specific role on the year ahead. As a minimum expectation your role is expected to demonstrate the following behaviours away when carrying out the role objectives:

Supervisor /Team leader

- Communicate regularly to the team on what is going on in the business
- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Perform with pride a broad range of tasks competently as per the role requirements
- Uphold WHS and Regulatory obligations and comply with all policies
- Focus on continuous improvement both for company and self (including self driven learning, ability to take and act on constructive feedback and solution focused conversations)
- Demonstrate proactive, positive involvement as part of the team
- Exhibit teamwork through providing excellent service, inclusive behaviours and help to others (internal and external)
- Present a positive professional image for the company at all times
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance
- Communicate regularly to the team on what is going on in the business

Key Stakeholders

Internal: Employees at all levels

External: Regulatory bodies, airline partners, concessionaires, debtors, vendors, systems providers, contractors, consultants, stakeholders and the community

Key Capabilities Required to Perform Role

Educational Qualifications:

- Undergraduate degree in Accounting, Commerce or Business
- CA/CPA qualified

Professional Experience:

- At least three years' experience in a similar role

Specific Job Knowledge, Skills and Abilities:

- Excellent interpersonal, communication and organisational skills
- Ability to work under pressure and meet deadlines with strong attention to detail
- Self-motivated
- Strong customer service focus
- Ability to work as a member of a team
- Strong understanding of statutory reporting requirements

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- Experience in training and mentoring
- Firm grasp and understanding of accounting principles
- Excellent computer literate and have knowledge of the computer-based accounting system

Physical Demands:

- Must be able to perform required physical and psychological demands of the role.

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ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I assert that there are no limitations on my ability to fully perform the position for the company. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer’s right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature

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