

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 Officer

Location: Gold Coast

Department: Finance

Reports to: Financial Manager

Reporting to this position: Nil

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Position Purpose

Reporting to the Finance Manager, the Finance Officer is responsible for the day to day management of accounts payable and accounts receivable function including invoice posting, statement reconciliation, processing of payment run, debtor collection and customer invoicing.

The Finance Officer will work in close cooperation with internal stakeholders to ensure consistency and best practice is achieved and maintained across transactional activities, proactively driving the ongoing improvement of business practices and performance.

Position Requirements

Objective 1: Financial Management

- Processing of all QAL invoices accurately and in an timely manner
- Manage accounts payable queries
- Complete monthly reconciliation of vendor statements
- Investigate invoice and purchase order variances
- Prepare and process bi monthly payment runs
- Manage and monitor AP aging
- Timely and accurate invoicing of debts within the Group in accordance with specific agreement or the published general aviation prices
- Debt collection, in accordance with QAL's Debtors policy, debts of the Group. Escalate debt collection in accordance with QAL Group debtor policy
- Complete End of Month processes as required and associated reporting
- Monitor and report on deviations from credit standards
- Manage cash application making sure all cash receipting is applied properly
- Manage and monitor the Group's doubtful and bad debts including liaising with collection agencies as required
- Daily processing of cash receipts
- Preparation and distribution of remittance advices
- Contribute to and role model a culture of high performance, professionalism and continuous improvement that encourages individuals and teams to identify opportunities and solutions to improve service delivery.
- 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

Objective 2: Project Participation / Innovation / Continuous Improvement

- Implementation and continuous improvements of systems for effective management systems including Technology One and Elmo
- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site
- Actively engage and participate in all projects

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- Continually strive to improve all processes, procedures and systems to enhance workplace efficiencies

Objective 3: Workplace Health & 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
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL H&S management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- 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

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:

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Team Member

- 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

Key Stakeholders

Internal: *Employees at all levels*

External: *Airline partners, concessionaires, debtors, vendors, stakeholders and the community*

Key Capabilities Required to Perform Position

Professional Experience:

- Minimum 2 years' experience in a finance environment

Specific Job Knowledge, Skills and Abilities:

- Previous experience in a similar role
- Excellent interpersonal, communication and organisational skills
- Stakeholder relationship management ability
- High level of computer literacy, Microsoft Office Suite, particularly Excel
- Proficient user with financial systems.
- A strong understanding of financial concepts and reconciliations
- Ability to work under pressure and meet deadlines
- Self- motivated
- Strong customer service focus
- Ability to work as a member of a team
- Excellent time management skills
- Demonstrated experience of an attention to detail is essential
- Demonstrated ownership of tasks

Physical Demands:

- Must be able to perform the 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 Position 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 Position Description from time to time in accordance with company requirements.

Name

Date

Signature

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