

## 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:** Financial Controller

**Location:** Gold Coast

**Department:** Finance

**Reports to:** General Manager Finance

**Reporting to this position:** 3 Direct Reports

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## Position Purpose

Reporting to the General Manager (GM) Finance, the Financial Controller is responsible for overseeing all accounting operations, including month-end general ledger close, accounts receivable/payable, payroll, tax and asset/project accounting for the QAL Group.

This role plays a pivotal part in developing a strong governance framework that enables timely and accurate financial reporting and compliance. Broad responsibilities include team leadership, preparing the monthly management accounts, timely and accurate receipt/payment of debtors and creditors, payroll, management of annual external audit and lodgement of all tax and financial statutory accounts.

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

## Position Requirements

### Objective 1: Financial Management

- Ownership of the QAL group of companies ensuring timely and accurate reporting in accordance with all relevant standards
- Provide financial risk mitigation strategies and identify opportunities for improved financial performance
- Manage all compliance and statutory activities for the Finance function including monthly Business Activity Statements, financial account lodgement, payroll compliance activities and QAL financial policies.
- Manage external audit, ensuring responsive and smooth audit process
- Oversee accounts receivable and accounts payable functions including the review and approval of entries and debtor aging
- Prepare the income tax and indirect tax obligation of the group including liaising with external partners for the lodgement of the Group Income Tax and R&D obligations.
- Develop and refine internal financial policies and procedures to align with best practice
- Manage the regular valuations of the airport assets for reporting purposes including an understanding of the valuation principles
- Preparation and review of monthly and annual consolidation journals
- Ownership of Technology One (QAL ERP system) including liaising with external consultants for system management
- Review the periodic employee wage and salary payments
- Ensure confidentiality of all payroll information
- Ensure appropriate governance is applied to the payroll function
- Manage and protect the financial information and records of the group

### Objective 2: Management, Leadership and Relationship Building

- Collaborate, communicate and effectively influence QAL leaders to ensure optimal outcomes and delivery of the Finance requirements and overarching QAL strategies
- Demonstrate quality leadership practices that promote teamwork, encourage communication and delivers continuous improvement

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- Recruit, identify training needs, monitor and coach to ensure direct reports are effectively achieving the goals set and agreed to
- 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

### **Objective 3: Project Participation / Innovation / Continuous Improvement**

- Continuous improvement and innovation is part of business as usual in the Finance team with a focus on automation. This role will constantly look for process, system and automation opportunities to drive efficiencies and risk reduction

### **Objective 4: 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
- 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**

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- 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 always when carrying out the role objectives:

#### ***Senior Manager (Generally this role is a direct report to a GM)***

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Demonstrate proactive, positive involvement as part of the team
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance
- Maximise development, performance, engagement and retention of team
- Communicate regularly to the team on what is going on in the business
- Display inclusive leadership and leverage the diverse mix of the team's strengths and talents
- Lead the delivery of business strategy and projects
- Manage the budget and required financial requirements
- Ensure compliance and all regulatory obligations are met by the team
- Promote innovation, teamwork and cross company exchange of ideas for shareholder value i.e. revenue & customer excellence
- Support the delivery of ESG

### **Key Stakeholders**

*Internal:* Employees at all levels

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External: Debtors, auditors, tax advisors, treasury accounting providers

### Key Capabilities Required to Perform Role

*Essential:*

- CA or CPA qualified
- Previous experience in a similar role
- A financial expert with a strong understanding of compliance, statutory reporting requirements and accounting standards
- Excellent interpersonal, communication and organisational skills
- Excellent team leadership skills, desire to mentor and develop team capabilities
- Ability to manage Stakeholder relationships, both internal and external
- Strong customer service focus
- High level of attention to detail is essential
- Proficient user with financial systems
- Ability to work under pressure and meet deadlines
- Proactive self-starter
- Problem solver
- Ability to work as a member of a team
- Excellent time management skills
- High level of computer literacy, Microsoft Office Suite, particularly Excel
- Demonstrated ownership of tasks

### 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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