

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: Queensland Airports Limited

Department: Finance

Reports to: Accounts Supervisor

Reporting to this position: N/A

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Position Purpose

Reporting to the Accounts Supervisor, the Finance Officer is responsible for the day to day management of accounts payable of the QAL group including invoice posting, statement reconciliation and processing of payment run.

The Finance Officer will work in close cooperation with internal and external 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 a timely manner
- Manage accounts payable automation system
- Manage accounts payable queries
- Complete monthly reconciliation of vendor statements
- Investigate invoice and purchase order variances
- Support stakeholders with purchase order questions
- Prepare and process bi monthly payment runs
- Manage and monitor AP aging
- 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: Reporting

- Monthly analysis of AP aging report

Objective 3: Project Participation / Innovation / Continuous Improvement

- 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

Objective 4: 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 WHS management system

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- 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

Behaviour 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 always when carrying out the role objectives:

Select the level of role as aligned to ELMO and delete all other role levels that don't apply

Exco/General Manager

- Provide strategic direction & leadership to guide, protect and enhance the future profitable and sustainable growth of the company (customer, shareholder, employee)
- Drive a positive culture of high performance, inclusivity and safety
- Contribute to the economic, social and environmental health of the communities in which QAL resides
- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- If applicable – uphold the duties as an officer of the company

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

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- 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

Manager

- 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

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)
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- 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

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

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- 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 and management at all levels

External: Vendors

Key Capabilities Required to Perform Role

Educational Qualifications:

- Tertiary qualifications preferred

Professional Experience:

- 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 physical and psychological requirements 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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