

Group Accountant

Virgin Australia strategic objectives

Australia's Favourite Airline Group. Leading through loyalty – customers, partners and community

1. Impress our customers
2. Strengthen our relationships
3. Be business smart
4. Put safety first and deliver operational excellence
5. Our people at their best

Level	1D	Location	Brisbane Head Office
Department	Group Reporting	Division	Group Finance and Control
Group	CFO	Direct Reports	Nil
Reports to	Group Accounting Services Team Leader Manager, Group Accounting Services	Manager once removed (MOR)	Manager, Group Accounting Services Financial Controller
Created	June 2015	Updated	November 2017

Role Summary

Role purpose

Provides accurate and timely accounting support and services in conjunction with off shore team for the Virgin Australia Group ensuring that transactions are recognised in accordance with Group Accounting policies

Accountabilities and Key Metrics

Accountability	Major activities	Key Metrics
1. Month End	<ul style="list-style-type: none"> Calculate charges and post journals/accruals; Review the monthly management accounts identifying errors, omissions and duplications to ensure the integrity of the management accounts; Complete various reports based on financial information; Complete month-end in a timely manner so there are no delays to the consolidation process are caused; Ensure accounting practices 	<ul style="list-style-type: none"> Accuracy and completion to issued timetable

Accountability	Major activities	Key Metrics
	<p>have been correctly adopted;</p> <ul style="list-style-type: none"> Overall support for the division during month-end, including answering questions relating to the financial results 	
2. Balance Sheet Reconciliations	<ul style="list-style-type: none"> Ensure completion of all balance sheet reconciliations across VAH. Reconciliations must be completed monthly, have supporting documentation and variances need to be cleared promptly. 	<ul style="list-style-type: none"> Accuracy, follow-up and completion within the relevant timeframe
3. Audit	<ul style="list-style-type: none"> Compile audit work files with supporting documentation for both half-year and full-year audit for external auditors; Liaise with external auditors to answer queries; Ensure all recommendations from Internal Audit that relate to corporate & statistics are actioned in a timely manner. 	<ul style="list-style-type: none"> Completion to plan – bi-annually.
4. Procedures and Role Documentations	<ul style="list-style-type: none"> Ensure all tasks included in the role are documented in procedures and remain up-to-date. 	<ul style="list-style-type: none"> Completion
5. Process Improvement	<ul style="list-style-type: none"> Continually look for and implement improvements and efficiencies in the month-end process; Identify where cost savings can be made / value added to the department and company as a whole. 	<ul style="list-style-type: none"> Time savings Value of cost savings/revenue enhancements

Accountability	Major activities	Key Metrics
6. Stakeholder Engagement & Customer Experience	<ul style="list-style-type: none"> Reviewing commentary provided by off shore team for reasonableness with business trends; Ensuring balance sheet reconciliations performed by off shore team are complete Liaising with business owners and the off shore team to resolve issues and queries 	<ul style="list-style-type: none"> Functions are delivered in accordance with agreed quality & productivity service levels Customer satisfaction survey results
7. Budgets and Forecast	<ul style="list-style-type: none"> Provide the required support to enable the completion of the budgeting and forecasting process; Continually identifying key drivers and process changes to assist with accurate and timely budgeting. 	<ul style="list-style-type: none"> Complete within the relevant timeframe
8. Moral and Teamwork	<ul style="list-style-type: none"> Foster a positive working atmosphere; Prepare, and actively participate, in scheduled meetings for one-on-ones, performance agreements, reviews, etc.; Attendance and active participation in any training identified and booked. Work collaboratively with sourcing providers to achieve group objectives. 	<ul style="list-style-type: none"> Observation Attendance and Feedback

Competencies are relevant to every Virgin Australia team member. Please refer to the Virgin Australia Behavioural Guide for further detail specific to your position.

- Continuous Improvement and Strategic Focus
- Critical Thinking and Analysis
- Organisational and Social Commitment
- People and Leadership
- Personal Awareness and Effectiveness
- Service Delivery
- Vivacity

Expertise

	Must have	Great to have
Knowledge/qualifications	<ul style="list-style-type: none"> Completed accounting related degree; Commenced or completed CPA/CA qualification. Demonstrable systems abilities and a high level of computer literacy, including advanced Excel spread sheet skills. 	
Skills	<ul style="list-style-type: none"> Organisational and time management skills; Effective written and verbal communication skills; Proven ability to work to strict deadlines with adaptability to changing priorities; An eye for detail and ability to efficiently analyse financial information; Interpersonal skills which enable both independent and team work with both on-site and external teams; Well-developed analytical and problem-solving skills; Initiative to look for and implement process improvements. 	
Experience	<ul style="list-style-type: none"> 5 years commercial/chartered experience; Experience in month-end accounting procedures up to production of trial balance, P&L and balance sheet; 	<ul style="list-style-type: none"> Aviation experience Oracle Financials or other ERP system experience Exposure to multi-currency environment.

Key interactions

Internal	Group Accounting Team, Payroll Team, Workers Compensation Team, Systems & Reporting Team, Accounts Payable, Oracle Support Team (IS), DSA Team.
External	Auditors, Outsourced Provider

Our Expectations

You are expected:

1. To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values – Spirit, Heart, Imagination and Collaboration.
2. To demonstrate our Leadership Behaviours; Act with integrity, Be decisive, Act quickly, Listen to Guests and team members and Take responsibility.
3. To comply with and actively support all position, department and company policy and procedures
4. To be a team player – supporting a one in all in approach and a first to know, best to deal with
5. To demonstrate our Safety First philosophy – First to find, first to fix! Ensuring that you keep our workplace fair and safe – free of all forms of discrimination and harassment and free from injury and incident.
6. To engage the very best

Sign off

I have read and understand the requirements of this position. I agree to consult with my Leader should I not understand the key accountabilities or expectations of me. I will carry out the position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand the position description for my role is constantly evolving, based on emerging priorities and shifts in organisational and department needs, and therefore will be updated from time to time.

Team member name:	Signature:	Date:
Leader's Name:	Signature:	Date: