

Finance Partner

Virgin Australia strategic objectives

Australia's Favourite Airline Group. Leaving 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	2A	Location	Brisbane
Department	VAA Finance Support	Division	Finance
Group	CFO	Direct Reports	nil
Reports to	Senior Finance Partner	Manager once removed (MOR)	General Manager, Finance
Role Scope	1 to 2 departments within the Airline	Created / Updated	June 16 / June 16

Role Summary

Role purpose

The Finance Business Partner you provide effective planning, analysis and advice on all financial aspects within the portfolio of departments. With a commercial focus this role will ensure the initiatives and processes are in place to deliver the business unit requirements & targets.

Accountabilities and Key Metrics

Accountability	Major activities	Key Metrics
1. Financial	<ul style="list-style-type: none"> Oversee the preparation and presentation of the management packs for the portfolio Deliver budget and forecasts in a timely manner that meets strategic and financial deliverables for the portfolio Maintain a solid working relationship with Group Finance and key external stakeholders Provide commercial and strategic support to the Senior Management Team in relation to financial targets, efficiency and delivery of key business 	<ul style="list-style-type: none"> Adherence to agreed reporting timetables. Quality of underlying analysis on historical trends vs budget (covering commentary and financial ratio analysis) Proactive identification of financial trends and business issues and communication of such to Finance peers and broader business Accuracy and depth of analysis of variance analysis (price, production, headcount, currency etc). Shift in focus to the Why as opposed to the What) Accurate forecasting and tracking to budget

Accountability	Major activities	Key Metrics
	priorities	<ul style="list-style-type: none"> Accuracy and timeliness
2. Safety	<ul style="list-style-type: none"> Actively supporting the Virgin Australia Group Safety Culture and safety reporting processes 	<ul style="list-style-type: none"> Completion of all required safety training within required timeframes
3. Operational	<ul style="list-style-type: none"> Monitor and appropriately challenge senior leaders on business performance and forecasts to drive to agreed targets, reduce conservatism and increase accuracy Delivery of internal/external benchmarking & ongoing performance assessment against key competitors Provide input into scoping, analysis and sign-off of modelled financial benefits for business cases & initiatives 	<ul style="list-style-type: none"> Meet relevant timetables for both forecasting and month end processes Continued improvement in awareness of key drivers of business performance and understanding of timing required to impact those drivers
4. Customer	<ul style="list-style-type: none"> Manage the provision of ad-hoc, value add financial analysis that ultimately drives value into the business Development of business performance reporting dashboard Provide senior stakeholders with sound financial advice through the provision of strong financial analysis, modelling and information. Predict the business impact of actions and anticipate commercial or business opportunities 	<ul style="list-style-type: none"> Relevant business KPIs tracked and reported in management dashboard Accurate assessment of value creation and communication in succinct papers for approval Positive feedback from department heads Strategic business decisions are financially appropriate.
5. People	<ul style="list-style-type: none"> Contribute positively to the Finance Support team, wider finance and portfolio team members 	<ul style="list-style-type: none"> Seen as a positive contributor to Virgin Australia Portfolio management team view your con
6. Continuous Improvement	<ul style="list-style-type: none"> Contribute to the development and review of all contracts to ensure financial integrity and adherence to Finance policies e.g. payment terms, limiting risk exposure. 	<ul style="list-style-type: none"> Evidence of participation in contract development and review process. Contract terms adequately reflecting Commercially agreed terms.

Accountability	Major activities	Key Metrics
	Where required, co-ordinate input from other relevant Finance groups.	

Decision Making Authority

Decisions role expected to make	Recommendations role expected to make

Values and behaviours

We think customer

- Our customers are at the heart of everything we do
- We are passionate about creating an outstanding flying experience
- We deliver consistently high service internally and externally

We do the right thing

- We always put safety first
- We act with integrity and honesty
- We create a sustainable and inclusive environment for our people and the community

We lead the way

- We lead by example
- We have the courage to think differently
- We innovate

We are determined to deliver

- We do what we say we're going to do
- We are responsive
- We are committed to excellence in all we do

Together we make the difference

- We work together to achieve success
- We consider our impact on others
- Our people set us apart

Expertise

	Must have	Great to have
Knowledge/qualifications	<ul style="list-style-type: none"> • High level of knowledge and understanding of business processes • CA/ CPA or equivalent qualifications • Tertiary qualification in Business/Commerce/ Economics 	<ul style="list-style-type: none"> • Airline Industry • CRM / Data analytics • Finance / budgeting • Mass workforces with EBA agreements • Post graduate tertiary qualifications (business/financial)

	Must have	Great to have
Skills	<ul style="list-style-type: none"> Excellent written and oral communication skills Demonstrable systems abilities and a high level of computer literacy, including Advanced Excel spread sheet and financial modelling. 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Minimum 5-7 years experience in commercial finance type role 	<ul style="list-style-type: none"> Previous Experience in Cost Accounting

Key interactions

Internal	
External	

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: [Add name]	Signature:	Date: [Add date]
Leader's Name: [Add name]	Signature:	Date: [Add date]