

REVENUE ACCOUNTING ANALYST

Level	2	Location	BNE Head Office
Department	Finance	Division	Revenue Accounting
Group	CFO	Direct Reports	0
Reports to	Manager Revenue Accounting	Manager once removed (MOR)	Financial Controller
Created	January 2018	Updated	

Goals

My Role:	<ul style="list-style-type: none"> As a business partner provide analysis, reporting solutions and project support to the operating segments within the Virgin Australia Group with respect to revenue accounting. Provide advice based on a clear and strong understanding of processes and systems in revenue accounting and continuously work to improve these. To be a subject matter expert on revenue accounting systems. To provide an understanding of the revenue trends to the business to facilitate timely and reliable analysis and decisions. Provide a deeper understanding of the revenue streams of the business to our customer in the operating segments of the VAH Group.
My Department:	To provide accurate and timely accounting of all revenue for the Virgin Australia Group.

Virgin Australia

- To be Australia's airline of choice.
- To be Australia's best customer led organisation
- To do for corporate travellers what we did for leisure travellers in 2000

Expertise

	Must have	Great to have
Skills	<ul style="list-style-type: none"> Effective communication skills both written and verbal Demonstrable systems abilities and a high level of computer literacy Analytical skills – strong excel 	<ul style="list-style-type: none"> TM1 skills MS Power Query/Power Pivot skills SQL Query Writing Project management
Knowledge	<ul style="list-style-type: none"> Knowledge of Revenue Accounting processes and systems Demonstrable experience in providing financial analysis and reporting Definition of revenue, including knowledge of revenue drivers IATA Compliance Requirements Ticketing & Fares knowledge 	<ul style="list-style-type: none"> Airline ticketing systems, particularly Sabre Fare Construction and Proration knowledge
Qualifications	<ul style="list-style-type: none"> Undergraduate or Post graduate degree in relevant discipline 	<ul style="list-style-type: none"> Qualified Chartered Accountant or CPA Formal qualifications in Aviation Studies
Experience	<ul style="list-style-type: none"> At least 5 years relevant work experience Ability to build effective working relationships and deliver high level service, advice and support to meet the needs of diverse work units 	<ul style="list-style-type: none"> Experience in airline revenue in a ticketing environment Experience with Sabre systems (Interact, Travel Bank, Agency Manager etc) and generated offline files Experience with ticketless reservation or revenue accounting systems such as Navitaire/NewSkies/SkyLedgerOracle financials Revera, Vivaldi Experience with IATA/ICH/BSP/ARC settlement processes Experience in managing an outsource vendor Experience in dealing with external/internal auditors Issue resolution in a revenue accounting environment

Key Accountabilities

Accountability	Major Activities	Performance Indicators
1. Relationships – Maintenance and Development	<ul style="list-style-type: none"> Build effective & productive working relationships across the divisions and within finance Establish and maintain an understanding of the nature, plans, needs and issues for the various business units so as to provide a valued level of support, guidance and advice on revenue topics Contribute to the work of the Manager Revenue Accounting and General Manager Finance in achieving Group outcomes 	<ul style="list-style-type: none"> Seen as a subject matter expert whom the business seeks support, guidance or advice on financial topics
2. Controls and Documentation	<ul style="list-style-type: none"> Manage the preparation of audit files as requested by external auditors Manage the development and maintenance of systems, processes and controls for your area. Develop effective and complete documentation for all tasks and functions of your team Continuously look to identify and implement process improvements 	<ul style="list-style-type: none"> As per audit time table Completeness and completion of core documentation No High risk items on management letter, and Nil Medium risk items outstanding at next audit/review
3. Projects	<ul style="list-style-type: none"> Point of contact and Revenue Accounting Lead in projects specific to your area Completion of analysis impact on revenue due to new/suggested projects and or agreements Post implementation analysis to determine whether expected impacts have materialised 	<ul style="list-style-type: none"> Smooth project implementation
4. Revenue Reporting and Analysis	<ul style="list-style-type: none"> Develop and manage a series of reports to convey trends for the Operational business Managers as requested Diagnose trends, analyse and engage Manager and General Managers to address Drive Revenue variance analysis/ expert commentary and integrity of the monthly revenue accounting numbers Maintain monthly reporting up to date and in a format that allows quick delivery to various business stakeholders. Understanding of how decisions and changes made to alliance arrangements and or interline impact on revenue. 	<ul style="list-style-type: none"> The business has all of the information required to understand the makeup of revenues enable revenue related decision to be made with confidence
5. Revenue Accounting Team Support	<ul style="list-style-type: none"> Provide detailed support for the Sales Audit function within the team Provide support and cover for the Revenue Accounting Finance Analyst as required Provide support for the Revenue Accounting and FOP functions within the team as required Subject matter expert on file transfer issues Raise issues with appropriate issue management points of contact on behalf of team 	<ul style="list-style-type: none"> Support provided as required
6. Savings, Revenue and continuous Improvement	<ul style="list-style-type: none"> Continuously review systems and processes to deliver improved customer service at best cost Identify cost savings and/or revenue improvements 	<ul style="list-style-type: none"> Financial savings from process improvements (including time saved), VA cost savings or revenue leakage reduction

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

Key interactions

Internal:	Finance Management Team, Finance DSA's, Commercial Teams, Alliance Team, Pricing Team, IT
External:	Outsourced RAS Vendors, Auditors, Partner Airlines, Tax authorities, IATA & Other Industry bodies

Major Challenges

- Ensure revenue integrity in a changing commercial environment – involves working with processes, people and systems and involvement in both industry and business projects
- Understanding and analyzing the results with a view to continuous process improvement and revenue protection
- To identify and assist the team with projects and process improvements to drive efficiencies and keep pace with industry and business change. You will also provide input to many and varied requests, project areas and contracts.

Our Expectations

You are expected:

1. To be the ultimate Virgin Australia ambassador through living, breathing and promoting the Virgin Australia Values – We think customer; We lead the way; We do the right thing; We are determined to deliver.
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 of your personality and enthusiasm and create memorable, positive and fun experiences for all.

Sign Off

I have read and understand the requirements of this position. I agree to consult with my Manager or 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:
Manager/Leader's Name:	Signature:	Date: