

Treasury Accountant			
Level	1D	Location	Virgin Village
Department	Treasury Common	Division	Treasury and Leasing
Group	Chief Financial Officer	Direct Reports	None
Reports to	Treasury Accounting Leader	Manager once removed (MOR)	Manager, Treasury Operations
Created	30/06/2018	Updated	

Goals

My Role:	This role is responsible for accurate and timely reporting of treasury accounting results, including accounting for complex financial instruments used to manage financial risk, debt, investment, and aircraft leasing obligations of the Group. This role is also tasked with performing analysis over the results, and explanation of any variances to budget to the Treasury Accounting Leader and Manager, Treasury Operations. In addition, the role is responsible for all statutory reporting obligations and assisting with the accounting impact of any relevant projects/initiatives.
My Department:	<ul style="list-style-type: none"> To provide timely and accurate information and analysis to support all stakeholders in meeting their objectives for the future of the company Ensure compliance with statutory obligations Creating an Internal Controls environment that ensures the integrity of the financial position of the company is not compromised Business partner in setting the financial parameters in which the operational and commercial streams operate Expert business advice to ensure that the business meets its objectives Create and maintain an environment that promotes Virgin Australia Finance as an Employer of Choice

Virgin Australia

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

Expertise

	Must have	Great to have
Knowledge and Qualifications	<ul style="list-style-type: none"> CA or CPA qualification Understanding of the requirements of accounting for financial instruments 	<ul style="list-style-type: none"> Aviation experience and knowledge
Skills and Experience	<ul style="list-style-type: none"> At least 3 years of post-qualification accounting experience Experience in treasury accounting including complex financial instruments 	<ul style="list-style-type: none"> Exposure to multi-currency environment Experience with Oracle Accounting systems

	<ul style="list-style-type: none"> ▪ Experience preparing statutory financial statements including financial risk disclosures ▪ An eye for detail and ability to efficiently analyse financial information ▪ Organisational and time management skills ▪ Ability to deliver quality financial advice and support ▪ Proven ability to work to strict deadlines with adaptability to changing priorities ▪ Well-developed problem-solving skills and initiative to look for and implement process improvements ▪ Ability to build effective working relationships and deliver high level service, advice and support to meet the needs of diverse work units ▪ Demonstrable systems abilities and a high level of computer literacy ▪ Effective written and verbal communication skills 	<ul style="list-style-type: none"> ▪ Experience with Visual Risk or other Treasury Management Systems ▪ Experience with complex group structures
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Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Reporting (Month-End)	<ul style="list-style-type: none"> ▪ Monthly processing and financial reporting of treasury related activities including FX and fuel derivatives, aircraft leasing, investments and debt. ▪ Analytical review and commentary on monthly treasury results 	<ul style="list-style-type: none"> ▪ Accuracy of profit or loss and balance sheet positions ▪ Maintain strong controls environment
2. Balance Sheet Reconciliations	<ul style="list-style-type: none"> ▪ Reconciliation of all balance sheet accounts pertaining to debt, investments, hedging and leasing ▪ Explanation of balance sheet account movements 	<ul style="list-style-type: none"> ▪ Accuracy and timeliness of reconciliations and commentary
3. External and Internal Audit	<ul style="list-style-type: none"> ▪ Compilation of work papers for presentation to external auditors at key reporting dates: half-year review and year-end audit ▪ Positive engagement with external auditors, including timely turnaround of audit queries ▪ Ensure all recommendations from internal and external audit that relate to treasury accounting issues are actioned in, and controls implemented where required 	<ul style="list-style-type: none"> ▪ Managing the delivery of quality, accurate work papers and transparent, supporting audit trail in a timely manner ▪ Maintain strong controls environment ▪ Prioritisation and implementation of recommended improvements
4. Financial Reporting	<ul style="list-style-type: none"> ▪ Preparation of the financial instrument/interest bearing liability note disclosures for the Group and 	<ul style="list-style-type: none"> ▪ Financial reports, including note disclosures are to be prepared in accordance with relevant accounting standards

	Subsidiary statutory financial statements	<ul style="list-style-type: none"> Accuracy of information and completion within issued timetable
5. Treasury Operations	<ul style="list-style-type: none"> Assisting with treasury operations including back up for settlements and confirmations 	<ul style="list-style-type: none"> Assist with the settlement process monthly and confirmations when required.
6. Innovation	<ul style="list-style-type: none"> Innovation is a key focus in our team. This role is tasked with looking at the way we operate for accounting functions and simplifying existing processes in line with our Treasury strategy. 	<ul style="list-style-type: none"> Efficiency measured as time saved
7. Customer Satisfaction	<ul style="list-style-type: none"> Engage with key stakeholders to ensure open communication on all outstanding matters 	<ul style="list-style-type: none"> Comprehensive understanding of team member and internal stakeholder needs, expectations, time pressures and knowledge base to enhance working relationships and productivity.

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:	Treasury and Leasing, Financial Reporting, Senior Management, Tigerair, Virgin Australia Regional Airlines, Financial Planning & Analysis
External:	KPMG (audit), Lessors

Our Expectations

You are expected:

- To be a Virgin Australia ambassador practicing and promoting the Virgin Australia Values – Caring, Excellence, Individuality, Resourcefulness, Innovation, Enthusiasm and Integrity.
- To demonstrate our Leadership Behaviours; Act with integrity, be decisive, act quickly, listen to guests and team members and take responsibility.
- To comply with and actively support all position, department and company policy and procedures.
- To be a team player – supporting a one in all in approach and a first to know, best to deal with
- 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: