

**Virgin Australia**

**Position Description**

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| **Position Snapshot** |
| **Position Title:** Leader, Funding |
| **Business / Division / Department:** Chief Finance Officer |
| **Location:** Sydney |
| **Reports to:** General Manager, Funding and Leasing |
| **Direct Reports:** - |
| **Classification:** 2B |
| **Date:** January 2019 |

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| Overall Impact Statement |
| We are passionate about Championing Better and believe who you are and how you show up is as important as what you do.The objective of the Leader, Funding role is to support the Group Treasury Funding and Leasing team in:* Executing aircraft debt and leasing funding initiatives.
* Meeting the contractual obligations of the Group’s debt and leasing portfolio.
* Implementing and maintaining strategies to enhance Group working capital employment.
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| **Organisation Context** |
| Virgin Australia Group is a major Australian airline group which includes Tigerair and operates domestic and international regular passenger services, charter and cargo services and the loyalty program Velocity Frequent Flyer. It is proud of its reputation for exceptional customer service.The Group employs around 10,000 team members in Australia, New Zealand, the United States and the United Kingdom. We pride ourselves on recruiting the right people into the right roles and we’re always looking for team members in all specialties to join our award winning team.Virgin Australia Group team members are passionate believers in better. When we live our shared values, we can do things that most people would think impossible.As a result, every person that we come into contact with; our guests, our customers, our colleagues and the community will feel and experience better outcomes, based on the interactions we have with them. |

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| **Key Accountabilities** |
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| Accountability | Major activities | Performance Indicators |
| Work with General Manager Funding and Leasing to deliver the Group’s financing needs on highly competitive costs and terms | * Implement funding initiatives (debt, leases, working capital facilities)
* Analyze and model funding alternatives (e.g. IRR, NPV, lease v buy)
* Relationship management with financing/leasing parties to develop funding/leasing solutions
* Internal stakeholder engagement relating to funding (seek approvals, board paper, department sign offs)
 | * Funding delivered in line with CSP and executed per Board approved strategies
* Stakeholder feedback (internal and external)
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| Deliver of funding and leasing operational requirements | * Completed financing transactions
	+ Deal capture in TMS
	+ Yearly update of minimum insurance values required to comply with funding/leasing obligations
	+ Covenant compliance, management and reporting (e.g. FCCR, LTV/CCT, other)
* Complete funding and leasing related processes including lease novation’s, subleases, security interest consent, related CASA processes, KYC and other financier/lessor driven documentation
 | * All transactions accurately recorded in the TMS
* Compliance with facility obligations – both financial and non-financial
* Compliance certificates issued on time
* Insurance value report issued to Insurance team per deadlines for annual Group insurance renewal
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| Cash Management, working capital and funding | * Identify and implement strategies to enhance Group working capital employment and improve efficiencies
* Manage the Groups Letter of Credit / Bank guarantee portfolio including negotiating new instruments, compliance and forecasting future facility requirements

Manage Group Receivable Purchase Agreements to achieve Group liquidity targets  | * Working capital funding KPI’s aligned with the CSP objectives
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| Morale and Teamwork | * Contribute to a very positive working atmosphere and learning environment
 | * Team engagement
* Feedback from peers regarding Treasury Team Brand.
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| **Key Requirements** |

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|  | **Must have** | **Great to have** |
| Knowledge | * Working knowledge of treasury related products and risks (fuel, FX, liquidity, LCs, loan documentation etc.)
* High level computer literacy, including Excel
* Strong negotiating, report writing and presentation skills
 | * Experience with finance operations in an airline
* CA/CPA or equivalent qualifications
* Legal, tax & contract knowledge
* Experience with Visual Risk
* Demonstrable knowledge and experience in Treasury Management Systems
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| Qualifications | * Tertiary qualification Business/Finance/Economics or similar
 | * CA/CPA or equivalent qualifications
* Other finance/treasury/airline post graduate studies
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| Experience | * Minimum 5 years’ experience in a Corporate Finance / Treasury function
 | * Previous experience in airline Treasury or finance environment
* Proven demonstration of interdepartmental and cross-functional co-ordination to achieve Group objectives
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| Skills | * Strong analytical skills –experience in modelling discounted cash flows, correlation analysis, lease v buys studies
* Ability to think strategically and work as part of a team.
* Ability to remain focussed under pressure and meet tight deadlines
* Confident negotiator – strong interpersonal skills
* Effective written/verbal communication skills
 | * Demonstrated experience influencing key stakeholders
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| **Virgin Australia Leadership Standards** |
| Standard | Level 2 Behavioural Descriptors |
| Passionately VA | * Initiates customer centric solutions
* Supports initiatives to improve policies, processes and customer interactions
* Seeks and identifies opportunities to surprise and delight both internal and external customers
* Recognises ideas of all stakeholders and encourages innovative approaches
* Expresses own point of view and challenges basic assumptions
* By example, sets the direction for team members regarding safety performance and following procedures
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| Desire to be Better | * Takes into consideration the impact to customer experience when making decisions
* Applies learning from previous experiences to improve future approaches and solutions
* Seeks and provides feedback and opportunities to learn, valuing contribution of self and others
* Identifies issues in existing systems and processes that may not be obvious to others
* Challenges the status quo and offers progressive ideas and solutions
* Actively seeks out risks to safety and resolves as a priority
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| Collaborates | * Promotes understanding of VA’s purpose and strategy and how the team’s work contributes to its achievement
* Actively seeks opportunities to partner with others to achieve extraordinary outcomes
* Builds trusting, cooperative partnerships, supporting others in challenging situations
* Builds rapport and proactively strengthens connections with others
* Embraces collaboration by connecting with others across different functions within VA
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| Inspires Team | * Encourages others to bring whole self to work and contribute freely to achieving our vision
* Builds empathy and understanding of different people, integrating diverse perspectives into approaches and outcomes
* Facilitates interactive discussions, actively listening and reaching agreement through flexibility and compromise
* Promotes and encourages excellence, growth and autonomy in self and others
* Shows personal accountability for achievement of job-specific outcomes
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| Creates Future | * Embraces change, seeing it as an opportunity to drive business improvement
* Acts as a change advocate, sharing information and promoting change to others
* Demonstrates persistence and perseverance in the face of obstacles
* Considers whether short term goals support long term objectives and consequences
* Displays and drives resilience and flexibility, remaining focused on achieving outcomes whilst remaining safe
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| Drives Results | * Recognises the implication of organisational issues, identifying potential impact on achievement of own results
* Identifies the processes, tasks and resources required to achieve an outcome and plans accordingly
* Communicates key objectives within own area to deliver results aligned to business strategy
* Tailors messages for maximum impact
* Uses data to drive continuous improvement to processes, outcomes and safety
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