

Treasury Accounting Lead			
Level	2	Location	Virgin Village
Department	Treasury Common	Division	Treasury and Leasing
Group	Chief Financial Officer	Direct Reports	None
Reports to	Manager, Treasury Operations	Manager once removed (MOR)	Group Treasurer
Created	October 2018	Updated	

Goals

My Role:	This role is responsible for analysing and reporting on complex hedging and financing arrangements, managing balance sheet revaluation exposure, and managing all budgeting requirements for Treasury cash flows and P&L. This role requires a high degree of accuracy in reporting to the Group Treasurer, including both financial reporting and Treasury policy compliance reporting. The Treasury team is responsible for managing three of the largest risks to the Group: Fuel, FX and Liquidity risk. Analysis and reporting are integral to support the on-going management of these exposures.
My Department:	<ul style="list-style-type: none"> To provide insight and analysis through accurate and timely reporting of information 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"> Professional accounting qualification (CA/CPA) Understanding and application of accounting standards relating to financial instruments 	<ul style="list-style-type: none"> Aviation experience
Skills and Experience	<ul style="list-style-type: none"> Experience working in a corporate Treasury team Experience in accounting for hedging and financing arrangements, including foreign currencies and commodity risk management Experience preparing statutory financial risk 	<ul style="list-style-type: none"> Oracle general ledge experience Experience with treasury management systems, particularly back office

	<p>disclosures</p> <ul style="list-style-type: none"> ▪ High degree of accuracy in financial analysis and reporting ▪ 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 	reporting functions
--	---	---------------------

Key Accountabilities

Accountability	Major activities	Performance Indicators
1. Treasury Reporting & Analysis	<ul style="list-style-type: none"> ▪ Reporting on monthly financial positions and Treasury policy compliance to the Group Treasurer and Treasury team. This includes reporting on liquidity risk, key financial leverage metrics, funding mix, and Treasury department costs ▪ Reporting and forecasting the Group's balance sheet exposures to foreign currency revaluation ▪ Ensuring compliance with the Treasury policy for Fuel, FX and Interest Rate exposures 	<ul style="list-style-type: none"> ▪ All reporting is provided in a timely manner with a high level of accuracy
2. Treasury Budgeting	<ul style="list-style-type: none"> ▪ Annual budgeting for Treasury related cash flows and P&L. This includes debt financing, rentals, interest, hedging premium, legal costs, consulting fees, and any other Treasury related costs ▪ Communicating to subsidiaries their budget inputs ▪ Supporting forecasts for a three year outlook into our corporate strategic plan ▪ Supporting forecasts into our Group CGU impairment assessments 	<ul style="list-style-type: none"> ▪ Timely communication of budget inputs to relevant teams ▪ Accurate production of budget inputs, measuring actuals against budget ▪ Positive stakeholder engagement
3. Key Project Initiatives	<ul style="list-style-type: none"> ▪ Accounting implication assessments for new financing or hedging arrangements as and when required ▪ Planning, executing and documenting allocated projects ▪ Liaising with internal stakeholders (other business areas) as required ▪ Complete systems testing when required, supporting the Treasury Management System 	<ul style="list-style-type: none"> ▪ Timely and accurate assessment of accounting impacts, discussing with the team as necessary ▪ Professional execution of all allocated projects ▪ Timely and effective communication of

	on-going development, or other integral systems (i.e. Oracle)	<p>status updates, direction, issues or time delays in allocated projects to peers and management</p> <ul style="list-style-type: none"> ▪ Positive engagement with project stakeholders ▪
4. Review of team financial results	<ul style="list-style-type: none"> ▪ Reviewing balance sheet reconciliations and financial results from the Treasury Accountant 	<ul style="list-style-type: none"> ▪ Review is carried out in a timely manner
5. External and Internal Audit	<ul style="list-style-type: none"> ▪ Review 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
6. Statutory financial reporting	<ul style="list-style-type: none"> ▪ Preparation of the financial instrument note disclosures for the Group and subsidiary consolidated statutory financial statements 	<ul style="list-style-type: none"> ▪ Financial reports, including note disclosures are to be prepared in accordance with relevant accounting standards, with minimal input from the external auditors ▪ Accuracy of information and completion within issued timetable
7. Other Tasks	<ul style="list-style-type: none"> ▪ Acting as banking administrator for the Group banking relationships ▪ Ensuring team are keeping all process maps and SOP's up to date and making changes where necessary 	<ul style="list-style-type: none"> ▪ Maintain strong controls environment
8. Innovation	<ul style="list-style-type: none"> ▪ Identify new innovative ideas as part of the Treasury Group's strategy to improve the efficiency at which we operate 	<ul style="list-style-type: none"> ▪ Efficiency measured as time saved
9. 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 and internal stakeholder needs, expectations, time pressures and knowledge base to enhance working relationships

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, Tiger air, Virgin Australia Regional Airlines, Financial Planning
External:	KPMG (audit), Visual Risk, Oracle

Our Expectations

You are expected:

1. To be a Virgin Australia ambassador practicing and promoting the Virgin Australia Values – Caring, Excellence, Individuality, Resourcefulness, Innovation, Enthusiasm and Integrity.
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: Garrett Mayall	Signature:	Date: