



Tigerair Australia Position Description

Title	Manager Finance
Department	Finance
Location	Melbourne
Employment	Full Time
Reports to	Head of Finance
Direct reports	Nil

Tigerair Australia has a vision to be the value airline of choice for all Australians and is committed to delivering the best in terms of safe, affordable and reliable air travel with friendly service. As part of the Virgin Australia Group, Tigerair plays an important role in the Group vision to change aviation for good.

Role Overview

This role leads the financial, analytic and decision support function for TIGERAIR. It ensures the delivery of appropriate planning, analysis and advice on all financial aspects relevant to the TIGERAIR business whilst displaying a strong commercial focus. The role provides positive control for the TIGERAIR Business in terms of the overall financial control environment, guidance and recommendation to TIGERAIR managers and challenging senior leaders on business performance to drive to agreed targets and forecasts.

Key Result Areas

1. Financial/Management Reporting and KRA's

- Lead the provision of commercial and strategic support to the TIGERAIR entity and Leadership team in relation to financial targets, efficiency and delivery of key business priorities.
- Lead the preparation of the monthly management accounts with variance analysis at appropriate level, port/ price/ volume/ route to explain business trends and results for the TIGERAIR entity.
- Be a leader within the TIGERAIR Finance team in working collaboratively with Virgin Australia Group to produce timely and accurate subsidiary finance results, explaining variances and linking them to ongoing impacts.
- Lead in leveraging outsourced resources to ensure balance sheet account reconciliations are completed, meeting required timelines and ensuring reconciling items are followed up, investigated, highlighted and ultimately cleared.
- Responsible for managing the ongoing production of the TIGERAIR cash flow forecast that takes into account latest operational and financial inputs; linking to profit and loss outcomes.
- Responsible for the controls environment to ensure that segment accounts represent the reality of operational systems.
- Responsible for ongoing review of the Balance Sheet and Working Capital for TIGERAIR.

2. Budgets and Forecasts

- Lead the production and delivery of budgets and forecasts (earnings, capital and cash) in a timely manner that meet the strategic and financial deliverables for TIGERAIR.
- Manage production of variance analysis to the TIGERAIR Leadership team and challenge Senior TIGERAIR Leaders on business performance to drive to agreed targets and forecasts.
- Reduce conservatism and increase accuracy in the financial forecasts for TIGERAIR



- Manage scoping, analysis and sign-off of modelled financial outcomes for business cases and initiatives.

3. Financial Analysis

- Provide senior stakeholders with sound financial advice through the provision of strong financial analysis, modelling and information.
- Deliver value to the TIGERAIR business through the finance team's provision of ad-hoc, value add financial analysis.
- Development and maintenance of a business performance reporting dashboard.
- Support senior leaders in negotiation discussions with suppliers or stakeholders.
- Predict the business impact of actions and anticipate commercial or business opportunities.

4. Projects and Ad-hoc

- Any additional tasks and projects for TIGERAIR and Virgin Australia Group as required by the business requiring strong financial leadership
- Provide key input into commercial decision making and prioritisation of project and contract opportunities.
- Manage in progress performance monitoring (against business case) framework.

5. Continuous Improvement

- Identify opportunities to enhance efficiency, quality and financial outcomes of processes in the department and manage improvement programs; meeting the dual goals of improved outcomes for TIGERAIR and Virgin Australia Group.
- Facilitate and lead discussions with stakeholders to comprehend the scope of a process change in order to identify and resolve issues.

6. Stakeholder Engagement

- Build effective & productive working relationships across TIGERAIR and within the wider VA group.
- Maintain a solid working relationship with Virgin Australia Group Finance and key external stakeholders.
- Establish and maintain an understanding of the nature, plans, needs and issues for TIGERAIR so as to drive positive outcomes for the business.

7. People and Leadership

- Provide leadership and direction to the Finance team within TIGERAIR, overseeing and managing team priorities and workloads. Working collaboratively and constructively with the broader Virgin Australia Group Finance community.
- Provide coaching and development opportunities to the other members of the TIGERAIR Finance team.
- As a senior TIGERAIR Finance team member, display a commitment to "walk the talk" with regard to our leadership standard and corporate culture.
- Active participant in TIGERAIR's emergency response plan (ERP).

Key behaviours

1. Uphold Tigerair values

Exemplify the Tigerair brand values in interpersonal dealing across the business.

- a. Uphold Tigerair's core values of Safety First, Respect, Integrity, Can Do Spirit and Innovation in all activities and interactions within and outside the company
- b. Collaborate and liaise with others to achieve Tigerair and Virgin Australia Group's goals and outcomes.



- c. Demonstrate targeted communication across the management team and departments.

2. Embody the Tigerair leadership standard

Demonstrate the Tigerair and Virgin Australia Group leadership behaviours to help us change aviation for good.

- a. Passionately Tiger! – be yourself and go together, work hard and dream big!
- b. Desire to be better – we make life better for colleagues, customers and the community.
- c. Collaborates – we're better when we're working together.
- d. Inspires team – we capture the hearts and minds of our people to contribute at their fullest potential.
- e. Creates future – we create the future today.
- f. Drive results – we take ownership, holding ourselves and others accountable: screw it, let's do it.

3. Commitment to health and safety

It is a requirement that the airline implements a Safety Management System (SMS). Every employee at Tigerair has a responsibility to follow the SMS and focus on safety performance and individual WHS. This process is designed to provide as high a level as possible of safety and safety assurance to all Company stakeholders.

It is your responsibility to:

- a. Be aware of your individual accountabilities associated with the position you hold and adhere to those as prescribed in the organisation's SMS.
- b. Be aware of your relevant personal responsibilities under the WHS legislation and act accordingly in the work environment.

Qualifications and experience

Essential

- CA / CPA or equivalent qualifications.
- Sound business sense and strong commercial awareness.
- High level of knowledge and understanding of leadership, risk management and implementation of change.
- People development skills and experience in a leadership/influencing role.
- Ability to drive productivity and performance through finance including the development and maintenance of budgeting and forecasting frameworks.
- Ability to think strategically and implement initiatives in a way that deliver upon business outcomes.
- Demonstrated experience in budgeting/forecasting processes.
- Strong collaborative and business partnering skills.
- Demonstrated experience influencing key stakeholders.
- Extensive experience in commercial/ finance type roles.
- Demonstrated systems abilities and a high level of computer literacy, including Advanced Excel spreadsheeting, financial modelling and interrogation of ERP's and Data-Warehouses.

Desirable

- Airline, transport, logistics or travel industry experience.
- Demonstrated experience in an Oracle/TM1 systems environment .
- Post graduate tertiary qualifications (business/financial).
- Worked with finance teams comprising of onshore and offshore models.