



## Tigerair Australia Position Description

<b>Title</b>	Finance Partner
<b>Department</b>	Finance
<b>Location</b>	Melbourne
<b>Employment</b>	Full Time
<b>Reports to</b>	Head of Finance
<b>Direct reports</b>	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**

A Finance Partner is responsible for:

- Providing financial decision support and analysis to the TIGERAIR business including reporting of results, insights and advice.
- Provision of financial support on strategic projects and commercial contracts and an understanding of processes and systems to support accurate and timely weekly and monthly accounting processes, reporting and budgeting/forecasting.
- Partnering with the TIGERAIR business in the provision of financial analysis, interpretation of trends and proactive business engagement in support of TIGERAIR strategy and Virgin Australia Group strategic outcomes.

### **Key Result Areas**

#### **1. Financial/Management Reporting and KRA's**

- Production of the monthly management accounts for TIGERAIR department heads with variance analysis at appropriate level port/price/volume/route to explain business trends and results.
- Month End Review of GL information. Identifying where accruals and adjustments are required, examples being Direct Operating Costs, Aircraft Crew and Maintenance Costs, Overhead Costs, Rentals and Depreciation.
- Review and action goods received not invoices (GRNI) information and accrual registers.
- Update of a variety of models to understand cost, profitability and cash drivers.

#### **2. Tigerair Entity**

- Work in collaboration with all members of the TIGERAIR Finance team and Virgin Australia Group Finance to produce subsidiary finance result, explaining variances and meeting required timelines.
- Use 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.
- Perform Cash, Working Capital and Balance Sheet analysis as required.



### **3. Budgets and Forecasts**

- Responsibility to collaboratively work with and support TIGERAIR heads of department and their team members in the preparation of cost centre forecasts and budgets.
- Responsibility to provide variance analysis explaining performance and forecasted trends.

### **4. Financial Analysis**

- Financial advice in the daily operation of TIGERAIR.
- Proactive and adhoc analysis of critical business areas.
- Encourage economies of scale/ benchmarking/best industry practice within the Group. ▪ Provide TIGERAIR team members with valuable support and value add analysis
- Ability to engage, direct and influence senior business contacts including adapting communication styles to aid financial understanding.
- Identify and achieve savings or revenue improvements.

### **5. Projects and Ad-Hoc**

- Any additional tasks and projects for TIGERAIR as directed by management.
- Support commercial decision making and prioritisation of project and contract opportunities.
- In progress performance monitoring (against business case).
- Active participant in TIGERAIR's emergency response plan (ERP).

### **6. Relationships – Maintenance and Development**

- Be a trusted advisor though:
  - building effective & productive working relationships across the TIGERAIR Finance team, TIGERAIR departments and Virgin Australia Group Finance; and
  - establishing and maintaining an understanding of the nature, plans, needs and issues for TIGERAIR's departments so as to provide support, guidance and advice on financial topics.
- Assist Leaders and Team members to understand and execute their role responsibilities
- Contribute to the work of Virgin Australia Group Finance leaders to achieve Group Finance outcomes.

### **7. Morale and Team work**

- Foster a positive working atmosphere based on your own energy & motivation.
- Challenge, direct and influence others

## **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, or studying towards these, or significant demonstrated compensatory experience.
- Demonstrated experience in providing financial analysis, support and leadership in business projects or commercial negotiations.
- Demonstrated systems abilities and a high level of computer literacy, including Advanced Excel spreadsheet in financial modelling.
- Effective written and verbal communication skills, particularly in dealing with senior managers.
- Audit and / or management accounting background.
- Previous budgeting and month end experience.

#### **Desirable**

- Previous exposure in a Cost / Management Accounting role
- Demonstrated experience in an Oracle/TM1 systems environment
- Demonstrated ability in providing financial advice and ability to influence senior managers' decision making processes
- Further Post-Graduate Studies
- Transport, logistics or travel industry experience