



Effective: 2018

## JOB DESCRIPTION & ANNUAL ACCOUNTABILITIES

**NAME:** **REPORTING TO:** Senior Finance Analyst

**POSITION TITLE:** Management Accountant **DIRECT REPORTS:** N/A

**DEPARTMENT:** Group Finance **LOCATION:** Melbourne

### POSITION PURPOSE:

The Management Accountant focuses on reporting and analysis of the Group's operations. This is a key group finance role which will work alongside the Group Finance team to complete accurate, timely and insightful analysis of results in order to provide high quality management reporting to key Intrepid Group business stakeholders. The role will also contribute to the development of best practice reporting and be involved in yearly plan/budget and quarterly forecasting.

This will be a varied and flexible role responsible for analysis of key P&L metrics, such as revenue, discounts, commissions and margins, and gaining an in-depth understanding of the underlying financial results. The role has a strong commercial focus and will be focused on providing analysis and insight to support the monitoring and influencing of commercial business outcomes. The role will also provide general support to businesses both in Melbourne and our global offices.

To be successful in this role, you will be resourceful and show a high level of initiative, tackling problems in a methodical and logical manner. You will also have great attention to detail. You will be capable of building strong relationships with key stakeholders and demonstrate an ability to influence decision making.

Furthermore, this role needs to maintain an element of flexibility to provide financial analysis and recommendations to key stakeholders in a continually changing business environment.

### QUALIFICATIONS AND EXPERIENCE

- Bachelor of Commerce or a related business degree
- CPA/CA qualifications completed or finalisation.
- 3-4 years' experience in a Finance based role (Audit or Financial/Management Accounting)
- Experience in business performance reporting & planning
- Demonstrated wider commercial and business acumen

### OTHER SKILLS AND ATTRIBUTES

- Clear alignment with the Intrepid Groups values and culture
- Passion for travel in the Intrepid Group style & belief in Intrepids' Responsible Travel philosophy
- Ability to achieve deadlines
- Attention to detail
- Team orientated
- Ability to lead and adapt to change
- Advanced excel skills



Annual Operational Accountabilities	Benchmark Measure
<i>Business Performance Reporting &amp; Analysis</i>	<ul style="list-style-type: none"> <li>Support the Senior Finance Analyst to complete the monthly Intrepid Group performance reporting</li> <li>Accurate, complete &amp; timely reporting and analysis completed</li> <li>Prepare insightful and meaningful reporting including key commercial KPI's, including: <ul style="list-style-type: none"> <li>Preparation of trip profitability and margin analysis, providing insightful commentary into Group performance</li> <li>Analysis of Commissions</li> </ul> </li> </ul>
<i>Business Partnering , Commercial monitoring and Reporting</i>	<ul style="list-style-type: none"> <li>Analysis &amp; reporting around key commercial metrics</li> <li>Work closely with the Commercial team, who are responsible for pricing &amp; yield management</li> <li>Develop relationships with departments across business and provide support and guidance</li> </ul>
<i>Financial/Management Accounting</i>	<ul style="list-style-type: none"> <li>Responsibility for completion of month end financial accounting tasks, including: <ul style="list-style-type: none"> <li>Preparation of cost of sales accruals</li> <li>Preparation of commission override accrual calculations</li> <li>Preparation of other accruals as directed</li> </ul> </li> <li>All month end tasks to be completed in an accurate and timely manner, in line with agreed month end timeframes</li> <li>Ensure compliance with Group accounting policy</li> <li>Ensure robust accounting processes including accruals, prepayments, etc.</li> <li>Ensure relevant G/L accounts are fully reconciled</li> </ul>
<i>Planning, budgeting &amp; forecasting activities</i>	<ul style="list-style-type: none"> <li>Assist with quarterly forecasting processes</li> <li>Assist with annual budgeting processes</li> <li>Ownership of key areas of the forecast and completion of forecasts in designated timeframes</li> <li>Assist Planning Manager with preparing &amp; maintaining budgets for business in agreed timeframes</li> </ul>
<i>Internal Customer Service</i>	<ul style="list-style-type: none"> <li>Positive feedback from business</li> </ul>
<i>Other Duties and project work</i>	<ul style="list-style-type: none"> <li>As directed</li> </ul>