

JOB DESCRIPTION

Effective From: November 2018

NAME:		REPORTING TO:	Lauren Schotting
POSITION TITLE:	Treasury Accountant	DIRECT REPORTS:	N/A
DEPARTMENT:	Finance	LOCATION:	Melbourne, Australia

POSITION PURPOSE

The Treasury Accountant is responsible for supporting the Treasury Manager in managing the day to day Treasury functions of the Group.

Your primary duties and responsibilities will include:

- Maintain and analyse the Group's weekly cash flow, manage weekly and rolling forecasts
- Prepare forms for the opening, closing and updating of bank accounts
- Manage bank account signatories and mandates
- Foreign exchange and hedging support
- Chargeback management
- Investigate and manage bank account transaction enquiries
- Merchant fee reconciliations and reporting
- Management of corporate credit card program
- Management of Petty Cash
- Manual Cash handling and deposits
- Intercompany and related party loan management
- Manage Treasury related intercompany transactions
- Assist with annual audit
- Balance Sheet reconciliations
- Ad hoc Treasury support as required

QUALIFICATIONS AND EXPERIENCE

- Degree qualified and working towards attaining CA/CPA qualifications
- Minimum 2 years commercial accounting experience, treasury experience preferred
- Advanced Excel and Microsoft Office skills

OTHER SKILLS AND ATTRIBUTES

- Aptitude with numbers and a solid grasp of accounting principles
- Ability to achieve deadlines
- Ability to work under pressure while maintaining accuracy and attention to detail
- Ability to collaborate across the business
- High attention to detail
- Excellent communication skills

VALUE ALIGNMENT AND PURPOSE

Essential

- Passion for travel and belief in Intrepid Group's responsible travel philosophy
- Understanding of and support for Intrepid Group's Purpose Beyond Profit ethos
- Clear alignment with Intrepid Group's values (Growth, Innovation, Fun, Responsibility, Passion, Integrity)
- A digital mindset

ACCOUNTABILITIES

Areas of Accountability	Key Tasks	Benchmark Measure
Cash Flow Management	<ul style="list-style-type: none"> Analyse company daily and weekly cash flow Prepare weekly and rolling forecasts Prepare monthly cash flow reporting 	<ul style="list-style-type: none"> Complete accurately on a timely Complete accurately on a timely Monthly
Bank accounts	<ul style="list-style-type: none"> Manage new bank account set up, account closures and additional signatories Maintain current lists of all bank accounts and account approvers Manage access rights for each account Maintain bank mandate Review and respond to internal and external transaction enquiries and provide support as required 	<ul style="list-style-type: none"> Complete banking paper work as required and manage appropriate sign off As required when changes occur As required when changes occur As required when changes occur As required
Treasury Management	<ul style="list-style-type: none"> Assist with Treasury analysis and reporting Support with foreign exchange and hedging Review and respond to chargebacks Review prepared Balance sheet reconciliations Ad Hoc treasury requirements 	<ul style="list-style-type: none"> As required As required As required Monthly As required
Merchant Fees	<ul style="list-style-type: none"> Review monthly merchant fees against forecast Create monthly detailed reports on split of card and transaction types Trend analysis on payment preferences regionally Review new payment benefits and create cost benefit analysis 	<ul style="list-style-type: none"> Monthly Monthly As required As required
Credit Card Program	<ul style="list-style-type: none"> Review and process new card applications Ensure new applicants are set up in Concur and have required access 	<ul style="list-style-type: none"> Completed as required within 48 hours of receiving application or enquiry
Intercompany Transactions	<ul style="list-style-type: none"> Manage Treasury related intercompany transactions and accept and post in system Manage intercompany and related party loan balances 	<ul style="list-style-type: none"> As required Monthly
Ad Hoc Requirements	<ul style="list-style-type: none"> Respond to business enquiries Assist Treasury Manager with deliverables and requirements of external audit Manage petty cash and complete required postings Deposit cheques and cash Other ad hoc duties as required 	<ul style="list-style-type: none"> All enquiries to be responded to within 48 business hours.
Purpose Beyond Profit	<ul style="list-style-type: none"> Understand Intrepid Group's Purpose Beyond Profit philosophy and 	<ul style="list-style-type: none"> Contribute to the achievement of the social, environmental and Intrepid Foundation goals as set by Intrepid Group each year