

## JOB DESCRIPTION & ACCOUNTABILITIES

<b>NAME:</b>		<b>REPORTING TO:</b>	Financial Reporting Manager
<b>POSITION TITLE:</b>	Senior Financial Accountant	<b>DIRECT REPORTS:</b>	None
<b>DEPARTMENT:</b>	Group Finance	<b>LOCATION:</b>	Melbourne

### POSITION PURPOSE:

The Senior Financial Accountant is a key member of the Group Finance Team and will assist with the compliance requirements of the global group including assisting with ensuring all statutory reporting and internal reporting requirements are met in order to enable strategic and operational decision making. They will also be a key member of the group audit management team which includes both external audit and internal audit requirements.

It is important for this role to support an environment of robust and effective financial reporting processes, procedures and controls

The Senior Financial Accountant will

- Manage the preparation of the financial group consolidation in conjunction with the Financial Reporting Manager.
- Manage compliance relating to Intrepid Travel Australia and Intrepid Travel New Zealand legal entities including but not limited to Audit, financial reporting and ensuring all reconciliations are complete
- Manage the group intercompany reconciliation and group process working closely with offshore finance managers to ensure compliance with policies
- Manage the accounting and reporting function for The Intrepid Foundation
- Assist the Financial Reporting Manager in all month end and quarter end reporting requirements for the group, taking ownership over key designated areas by the Manager.
- Be a key member of the financial control team to manage external audit relationships
- Assist with the preparation of all statutory and parent reporting
- Assist the financial reporting manager with Governance work including risk management and group compliance with Key Controls
- Champion procedures, policies and internal controls to ensure efficient business processes to support the delivery of business objectives;

### QUALIFICATIONS AND EXPERIENCE

- CPA or CA with 2-3 years accounting experience post qualification.
- Ideally, experience in Audit or Financial Accounting in a large corporate environment
- Demonstrated wider commercial and business acumen
- Demonstrated ability in dealing with diverse teams

### OTHER SKILLS AND ATTRIBUTES

- Strong communication skills across all levels of the company
- Highly accountable and proactive in meeting deadlines,
- Goal- and outcome-oriented
- Ability to work under pressure whilst maintaining accuracy
- An understanding of, and alignment with, Intrepid's Core Purpose and Core Values
- Friendly, flexible, adaptable to rapid change
- Team Player

Accountabilities	Benchmark measures
Perform general accounting, reconciliations and ensure financial integrity in trial balance	<ul style="list-style-type: none"> <li>- Review and provide support over balance sheet reconciliations performed by offshore finance teams.</li> <li>- Review and provide support for balance sheet accounts as required for Australian entities</li> <li>- Management of the Intrepid Travel Australia and New Zealand monthly accounts including ensuring reconciliations are completed</li> <li>- Provide support to other finance members in areas of expertise such as capitalisation of expenditure; fixed asset management; and intercompany reconciliations and confirmations.</li> <li>- Ensure compliance with Group accounting policy</li> <li>- Ensure financial integrity of general ledger and consolidated results;</li> <li>- Assist the Financial Reporting Manager to establish accounting procedures to ensure best practice and compliance to relevant policies and standards</li> </ul>
Statutory and management reporting	<ul style="list-style-type: none"> <li>- Management of monthly reporting in timelines agreed</li> <li>- Preparation of group consolidations and eliminations</li> <li>- Ensure integrity of accounting in consolidation package on a monthly basis for the Intrepid Group</li> <li>- Manage the process of preparation of Monthly/Quarterly/Annual reporting of statutory P&amp;L, Balance Sheet &amp; Cash Flow and additional disclosures for group reporting purposes and banking requirements.</li> <li>- Key relationship with Group reporting on issues relating to the system</li> <li>- Preparation of reconciliations between management reporting and statutory reporting</li> <li>- Ad hoc reports developed and presented to key customers within the business and the management team.</li> </ul>
Year-end audit process	<ul style="list-style-type: none"> <li>- Key team member in liaising with external auditors during the interim and year end audit for group.</li> <li>- Assist with preparing audit files and reconciliations to be provided to the auditors as directed.</li> <li>- Management of the Intrepid Travel Australia &amp; New Zealand audits</li> <li>- Working with the Financial Reporting Manager during the planning phase for the audit to ensuring management of the deliverables to the auditors in a timely manner.</li> <li>- Assist with the preparation of reports to prepare the consolidated statements including balance sheet, profit and loss, cash flow and note disclosures.</li> <li>- Assist overseas subsidiaries with the preparation of year-end financial statements and their audit process where directed.</li> <li>- Being proactive and assisting to problem solve any issues which may arise during the year-end audit process.</li> </ul>
Group intercompany accounts	<ul style="list-style-type: none"> <li>- Acting as the key contact within the Financial Reporting Team for the Group intercompany.</li> <li>- Ensuring intercompany transactions (balance sheet and profit and loss) are posted and reconciled from a consolidated perspective on a Monthly/ Quarterly/ Annual basis.</li> <li>- Assisting subsidiary finance managers by providing guidance and support on best practice for intercompany, including reconciliations and confirmations.</li> <li>- Being proactive and following up subsidiary finance managers to ensure that unreconciled intercompany transactions are kept within Group tolerance level.</li> </ul>
The Intrepid Foundation	<ul style="list-style-type: none"> <li>- Manage the financial function for The Intrepid Foundation</li> <li>- Manage Colombo financial services personnel on Intrepid Foundation processing for all finance activities.</li> <li>- Assist the Responsible Business team with the management of the Intrepid Foundation finances.</li> </ul>

	<ul style="list-style-type: none"> <li>- Provide relevant financial information on a monthly basis to the key finance stakeholders.</li> <li>- Review receipting, payments and balance sheet reconciliations on a monthly basis.</li> <li>- Management the year-end audit and financial statement preparation.</li> <li>- Ad hoc year end tasks as required.</li> </ul>
Management of subsidiaries	<ul style="list-style-type: none"> <li>- Key contact point with subsidiaries on reporting and intercompany.</li> <li>- Develop relationships with subsidiary FM's</li> <li>- Compliance with group accounting policy</li> <li>- Recommendations to the management Team</li> <li>- Provide training, guidance and support to subsidiary finance Manager's</li> </ul>
Business Acumen	<ul style="list-style-type: none"> <li>- Contribute and provide feedback in wider business decisions</li> <li>- Participate in setting overall strategy and direction of Group Finance</li> <li>- Financial custodian and expert to provide financial analysis on new product ideas and initiatives</li> <li>- Be proactive in looking for value creation initiatives and performing cost benefit analysis.</li> </ul>
Accounts Receivable Management	<ul style="list-style-type: none"> <li>- Act as Melbourne Lead for debtor management across all sales regions</li> <li>- Review reporting prepared by Colombo team including weekly, monthly and quarterly review for direct and agent debtors. Make recommendations for improvements where identified Oversight and support of regional offices with debtor management.</li> <li>- Review of monthly reconciliations for debtor/customer deposit for Australian Sales regions.</li> <li>-</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>- Assist Group Financial Controller and Financial Reporting Manager in ensuring compliance across the Intrepid Group of Risk Framework</li> <li>- Assist the Financial Controls Project Manager with implementing and coordinating the controls review process across the Intrepid Group on a quarterly basis, ensuring that this is completed in a timely manner.</li> <li>- Champion Good practice in all control areas.</li> <li>- Manage the matters for noting pack for the Audit &amp; Risk Committee</li> <li>- Assist with project work where required to support control compliance across the global group as directed by the Audit &amp; Risk Committee.</li> <li>- Ad hoc support where require.</li> </ul>
Project work	<ul style="list-style-type: none"> <li>- As directed</li> </ul>