

Queensland Airports Limited Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision.

Position Title: Finance and Capital Accountant

Location: Gold Coast

Department: Finance

Reports to: Financial Controller

Reporting to this position: Nil

Position Purpose

The Finance and Capital Accountant is an integral role within the Finance Department and manages the reporting and day to day responsibilities of the capital expenditure process for an expanding QAL group.

The Finance and Capital Accountant is responsible for developing a strong fixed asset framework that enables timely and accurate compliance with reporting deadlines. This includes managing and accounting for the fixed assets of the Group, the role includes liaising with business managers to ensure budget, accounting standard and policy compliance.

Job Role Requirements

Objective 1: Financial Management

- Complete monthly GST review
- Complete monthly Business Activity Statements (BAS)
- Complete the monthly staff capitalisation process
- Complete bank reconciliations in a timely manner
- Flexibility to support transaction financial team during busier periods

Objective 2: Asset Management

- Record fixed asset acquisitions and dispositions in the accounting system (includes monthly capital additions to the QAL asset register).
- Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
- Calculate depreciation for all fixed assets.
- Review and update the detailed schedule of fixed assets and accumulated depreciation.
- Recommend to management any updates to accounting policies related to fixed assets.
- Investigate the potential obsolescence of fixed assets
- Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.
- Manage and maintain system of controls, procedures, and forms for the recordation of fixed assets.
- Assist with set up of CAPEX projects, access individual transactions within projects and work with business to ensure projects are not over budget.
- Understanding of tax implications of projects and capitalisation process (differences between asset book values and tax book values).
- Continuous improvement of month end processes and work towards streamlining existing manual tasks

Objective 3: Accounting Systems

- Manage and maintain the Technology One system, including chart of accounts and user access maintenance
- Manage and protect the financial information and records of the group as relevant to their tasks
- Liaise with and provide professional advice to business units on accounting and asset management policies, processes and procedures requiring the application of technical knowledge

Objective 4: Project Participation / Innovation / Continuous Improvement

- Assist with fixed asset files to improve process efficiency

- Build strong working relationships with internal and external stakeholders

Objective 5: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

Innovation

- We think differently
- We are creative
- We share our experience to build new ideas

Accountability

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

Integrity

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

Passion

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

Excellence

- We have high performance standards
- We add value and deliver quality
- We embrace change and deliver outcomes

Key Stakeholders

Internal: Employees and management at all levels

External: Contractors, Consultants, Finance Auditors, Tax Auditors

Key Capabilities Required to Perform Role

Educational Qualifications:

- Undergraduate degree in Accounting, Commerce or Business
- CA/CPA qualified (or working towards)

Professional Experience:

- At least three years' experience in a similar role

Specific Job Knowledge, Skills and Abilities:

- Firm grasp and understanding of accounting principles
- The individual must be computer literate and have knowledge of a computer based accounting system and Excel spread sheeting
- Demonstrated experience of an attention to detail is essential
- Excellent interpersonal, communication and organisational skills
- Ability to work under pressure and meet deadlines with strong attention to detail
- Self-motivated
- Strong customer service focus
- Ability to work as a member of a team and ability to represent the Finance and Capital Manager in meetings.

Certificates:

- Undergraduate degree in Accounting, Commerce or Business

Physical Demands:

- Must be able to perform required physical and psychological demands of the role.

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I assert that there are no limitations on my ability to fully perform the position for the company. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature