

POSITION DESCRIPTION

Position Title: Accountant
Division: CiEvents – Finance
Reporting To: General Manager – Finance
Overall Purpose: To provide best practice accounting and financial management support to CiEvents Operations business units

Key Accountabilities

1. **Financial & Management Reporting (40%)** – preparation and analysis of monthly P&L for CiEvents Operations teams (Sydney, Melbourne & Brisbane, and other business units as required). This includes regular KPI reporting, management reports and other ad-hoc reporting. As required, assist with preparation of annual budgets and quarterly reforecasts, and provide support for internal or external audit reviews
2. **Operational Accounting (30%)** – reconciliation of client jobs (events) between systems to ensure accurate and timely reporting of income and to mitigate financial exposures. Includes reconciliation of general & client bank accounts, and ensuring clearing/suspense accounts are cleared (no items outstanding for 30+ days)
3. **Debtor & Cashflow Management (25%)** – ensure best-practice management of debtors (external & internal) by identifying risk, and proposing process change to address. Work closely with Business Leaders to implement new processes and monitor performance. Covers the collection of aged and current debtors, management of debtor ageing processes, and developing management reporting
4. **Other Ad-Hoc Projects (5%)** – provide financial support as required

Competencies

1. Ability to prepare accurate business financial information
2. Review and adapt financial information to meet user requirements
3. Able to drill down and understand underlying business drivers and facts
4. Attention to detail
5. Understanding of the CiEvents and CiCreate businesses from an operational perspective
6. Good problem solving skills. A hands-on approach to solving problems
7. Effective written and verbal communication skills
8. Upholds the Flight Centre philosophies and CiEvents culture, and exhibits a passion for the business and company

Routine Tasks

1. Ensure all deadlines and requirements set by the business are met
2. Duty travel, and attendance at company conferences, buzz nights and other business activities as required

Experience

1. A minimum of 2 years demonstrated financial and accounting skills at a junior to intermediate level
2. Experience in working in an operational Finance team, and a dynamic business environment
3. Intermediate level Excel knowledge required. Flight Centre System knowledge (MYOB, Sun etc) desirable but not essential
4. Knowledge of travel industry desirable, but not essential
5. Tertiary qualified. CA or CPA commenced, or intending to commence within 12 months