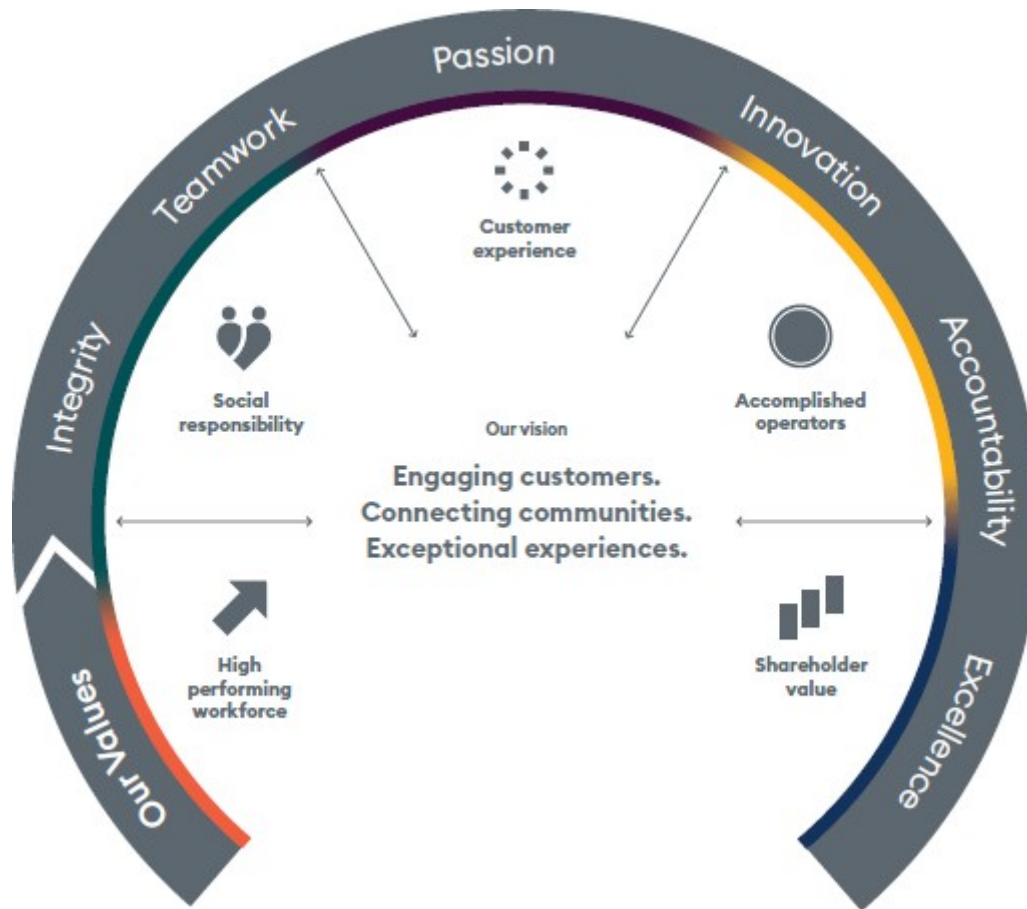


## Queensland Airports Limited Role Description



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:** Assistant Accountant

**Location:** Gold Coast

**Department:** Finance

**Reports to:** Finance Manager

**Reporting to this position:** Nil

## Position Purpose

Reporting to the Finance Manager, this is a key role within the Queensland Airports Ltd (QAL) group to manage the preparation and maintenance of the accounts for QAL Group of Companies, including transactional accounting activity, bank reconciliation and assist with management and statutory reporting.

The key objectives of the Finance team are to provide effective services to internal and external customers that satisfy all regulatory and internal customer services need.

## Job Role Requirements

### Objective 1: Finance

- Manage cash application making sure all cash receipting is applied correctly
- Preparation of bank reconciliations on a timely basis
- Collection, in accordance with QAL's Debtors policy, debts of the Group. Escalate debt collection in accordance with QAL Group debtor policy
- Timely and accurate invoicing of debts within the Group in accordance with specific agreement or the published general aviation prices
- Assist with end of month processes as required
- Prepare information for BAS obligations
- Daily processing of cash receipt
- Balance sheet reconciliation
- Assist with the management of Group's doubtful and bad debts including liaising with collection agencies as required
- Assist with fixed assets acquisitions and disposal in the accounting system
- Assist with monthly depreciation expense schedule
- Assist with review and update of the detailed schedule of fixed assets and accumulated depreciation
- Adhoc assistance to the broader finance team as required

### Objective 2: Project Participation / Innovation / Continuous Improvement

- Seek to continuously improve processes and build strong working relationships
- Clearly articulate and document processes

### Objective 3: 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
- 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, Stakeholders and the Community

## Key Capabilities Required to Perform Role

### **Educational Qualifications:**

- Tertiary qualifications or undergraduate degree in Accounting, Commerce or Business
- CA/CPA qualified or actively studying to obtain a CA/CPA qualification

### **Professional Experience:**

- At least two years' experience in a similar role

### **Specific Job Knowledge, Skills and Abilities:**

- Firm grasp and understanding of accounting principles
- Experience in/ or understanding of Accounts Receivable functions
- Computer literate and have knowledge of a computer-based accounting system and Excel spreadsheeting
- 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
- Honest & trustworthy
- Flexibility and willingness to learn
- A confident and helpful attitude
- capable of operating with a minimal level of supervision, making appropriate decisions within authorities delegated
- Strong customer service focus
- Ability to work as a member of a team

### **Physical Demands:**

- Must be able to perform the 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 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