

Position Description

POSITION	Senior Accountant – Financial Reporting		
REPORTS TO	Financial Controller	DIRECT REPORTS	NA
KEY STAKEHOLDERS	<div> Internal: <ul style="list-style-type: none"> Finance team SteerCo Department Leaders Reflections Employees </div> <div> External: <ul style="list-style-type: none"> Crown Lands Auditors Compliance authorities </div>		
PURPOSE	<p>The Financial Accountant is responsible for managing the organisations statutory reporting, business compliance, treasury, and cashflow forecasting as well as ensuring compliance with audit requirements.</p> <p>This role requires a highly analytical and detail-oriented individual with a strong understanding of financial principles, treasury management, and audit procedures. The Senior Accountant – Financial Reporting will collaborate closely with various departments to ensure accurate financial reporting, adherence to regulatory guidelines, and efficient cash management.</p>		
BUSINESS DRIVERS	<p>The key inputs and activities of a Senior Accountant that drive results of Reflections Holidays.</p> <ol style="list-style-type: none"> Analyst – Draws conclusions and makes recommendations based on qualitative or quantitative data. Cross-Functional Liaison – Builds and leverages relationships with individuals from other work groups to coordinate internal resources and accomplish shared goals. Policy/Regulation Champion – Ensures that others follow the rules, guidelines, and regulations. Quality Assurance – Examines outputs for quality, accuracy, and completeness; responds quickly to correct quality problems. 		
COMPETENCIES	<p>Business Acumen:</p> <ul style="list-style-type: none"> Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions. Decision Making <ul style="list-style-type: none"> Identifying and understanding problems and opportunities by gathering, analysing, and interpreting quantitative and qualitative information; Choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives; and 		

	<ul style="list-style-type: none"> ○ Making timely decisions; taking action that is consistent with available facts and constraints and optimises probable consequences. ● Managing Work - Effectively managing one's time and resources to ensure that work is completed efficiently. ● Monitoring Information - Setting up ongoing procedures to collect and review information needed to manage an organisation or ongoing activities within it. ● Planning and Organising – Establishing an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources. <p>Interpersonal Effectiveness:</p> <ul style="list-style-type: none"> ● Building Partnerships - Developing and leveraging relationships within and across work groups to achieve results. ● Earning Trust – <ul style="list-style-type: none"> ○ Gaining others' confidence by acting with integrity and following through on commitments while disclosing own positions; and ○ Treating others and their ideas with respect and supporting them in the face of challenges. ● Influencing - Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes. ● Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how detailed; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
KEY RESPONSIBILITIES	<p>1. Financial Reporting and Analysis:</p> <ul style="list-style-type: none"> ● Prepare and review accurate and timely financial statements, including balance sheets, income statements, and cash flow statements, in compliance with applicable accounting standards. ● Prepare balance sheet reconciliations on a monthly basis and to meet audit requirements. ● Provide insightful financial reports and presentations to senior management, highlighting key performance indicators, risks, and recommendations.

2. **Tax Compliance:** Ensure compliance with Australian tax laws and regulations, including GST, PAYG, and corporate tax. Prepare tax returns and liaise with tax authorities as needed.
3. **Technical Accounting and Compliance:**
 - Stay current with evolving accounting standards and regulations, and ensure the organization's financial practices remain compliant with industry best practices and relevant laws.
 - Lead complex accounting projects, such as revenue recognition, lease accounting, and other technical accounting matters.
 - Collaborate with internal and external auditors to facilitate audits and resolve accounting-related inquiries.
4. **Strategic Financial Planning:**
 - Contribute to the development and execution of financial strategies and initiatives to support the organization's long-term objectives.
 - Participate in budgeting, forecasting, and financial modeling exercises, providing insights and recommendations to optimize resource allocation and achieve financial goals.
5. **Job and Project Costing**
 - Liaise with the Capital Team to manage job cost reporting
 - Manage the capitalisation of assets
6. **Process Improvement and Automation:**
 - Identify opportunities to enhance financial processes, streamline workflows, and implement automation tools to improve efficiency and accuracy.
 - Work cross-functionally to design and implement internal controls, ensuring the integrity of financial data and mitigating risks.
7. **Treasury and Cash Management:**
 - Collaborate with other members of the finance team to manage cash flow, optimise working capital, and execute financial transactions in alignment with the organization's financial strategy.
 - Monitor and manage liquidity, investment, and borrowing activities, ensuring compliance with treasury policies and risk management guidelines.
8. **Process Improvement:** Continuously assess and enhance financial
9. **Financial Software:** Utilise accounting software proficiently to manage financial data and generate reports.

	10. Stakeholder Communication: Collaborate with various departments, management, and external stakeholders to provide financial insights and contribute to business decisions
SELECTION CRITERIA	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or a related field. A relevant postgraduate qualification (e.g., CA, CPA) is often preferred. • In-depth understanding of Australian accounting standards (AASB) and financial regulations. • Proven experience (typically 3+ years) in financial accounting and reporting roles, with a track record of progressive responsibility. • Strong knowledge of taxation laws and compliance requirements in Australia. • Proficiency in using financial software and systems, as well as advanced Microsoft Excel skills. • Excellent analytical skills and attention to detail. • Effective communication and interpersonal skills for collaboration and stakeholder engagement. • Leadership qualities and experience in mentoring or supervising junior team members. • Ability to work under pressure, meet deadlines, and adapt to changing priorities.
REFLECTIONS HOLIDAYS VALUES	<i>How our company values apply to all employees</i>
GROW TOGETHER	<p>When we work as a team, everyone benefits.</p> <p>We grow when our people, our places and communities are at their best – teamwork helps us all grow and learn.</p>
SAY IT, DO IT	<p>We deliver on our promises – we are all as good as our word. We are solutions focused.</p>
MAKE A DIFFERENCE	<p>In partnership with others, we achieve better outcomes.</p> <p>We believe everyone can make a difference in the lives of people, places, and our planet.</p>
CARE DEEPLY	<p>We are genuine and demonstrate care for our customer, our communities, our people, and our world. We deliver to a high standard.</p>

ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the duties and responsibilities as listed in this position description and have been provided a copy for my reference.

SIGNATURE:**DATE:**