

Position Description

POSITION	Finance Business Partner		
REPORTS TO	Financial Controller	DIRECT REPORTS	Finance Administrator/s
KEY STAKEHOLDERS	Internal: <ul style="list-style-type: none"> Executive Managers Operations Leaders Park Managers 		External: <ul style="list-style-type: none"> Auditors Business System Service Provider(s) Regulatory bodies
PURPOSE	<p>The Finance Business Partner is responsible for providing accounting insights and analysis to support the business. This role involves analysing financial data, forecasting future performance, identifying trends and providing actionable recommendations to drive business growth. This role will also be responsible for the oversight of the Finance Administrator/s covering Account Payable and Receivable functions.</p>		
BUSINESS DRIVERS	<p>The key inputs and activities of a Finance Business Partner 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. Process Assurance – Ensures that others follow processes and procedures; responds quickly to correct process problems. Technical Expert – Provides expert advice to others within the organisation based on knowledge gained from professional training or work experience. Policy and Regulation Champion – Ensures that others follow the rules, guidelines, and regulations. 		
COMPETENCIES	<p>Business Acumen</p> <p>Continuous Improvement: Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas and implementing solutions.</p> <p>Decision Making: Identifying and understanding problems and opportunities by gathering, analysing, and interpreting quantitative and qualitative information; taking action that is consistent with available facts and constraints and optimises probable consequences.</p> <p>Monitoring Information: Setting up ongoing procedures to collect and review information needed to manage an organisation or ongoing activities within it.</p> <p>Interpersonal Effectiveness</p> <p>Building Customer Loyalty: Ensuring that internal and external customer needs are met; building productive relationships with high-</p>		

KEY RESPONSIBILITIES

priority customers; taking accountability for customer satisfaction and loyalty; using appropriate interpersonal techniques to prevent and resolve escalated customer complaints and regain customer confidence.

Earning Trust: Gaining others' confidence by acting with integrity and following through on commitments while disclosing own positions; 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.

Leadership Impact

Coaching: Engaging an individual in developing and committing to an action plan that targets specific behaviours, skills, or knowledge needed to ensure performance improvement or prepare for success in new responsibilities.

1. Manage month-end processes and contribute to the production of accurate monthly management accounts with detailed financial analysis.
2. Provide financial analysis and insights to support management decisions.
3. Prepare balance sheet reconciliations on a monthly basis and to meet audit requirements
4. Assist in the efficient operation of key financial processes, such as Fixed Asset Management, Project Costing and Revenue Recognition.
5. Participate in budgeting, forecasting, and financial modelling exercises, providing insights and recommendations to optimise resource allocation and achieve financial goals
6. Assist in end of year and interim audit processes, including the preparation of financial statements.
7. Ensure compliance with Australian tax laws and regulations, covering GST, PAYG, and FBT ensuring correct and on-time lodgement of returns.
8. Coordinate the allocation of tasks within the Finance Administrative team including ensuring adequate backup and coverage of staff leave.
9. Maintain system access, troubleshooting issues and provide user support to finance systems.

	10. Overseeing and managing the corporate credit card program, ensuring proper usage, reconciliation, and adherence to company policies.
SELECTION CRITERIA	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree in Accounting or higher. Professional status (CA/CPA or working towards) highly regarded. 2. Demonstrated experience in accounting and financial operations (3 years or more). 3. Excellent communication skills with the ability to relate to a broad range of work teams within the organisation. 4. Extensive experience in Microsoft Office suite, particularly Excel. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Sound knowledge and understanding of accounting practices in a commercial environment. 2. Experience with Microsoft Dynamics 365 Business Central or similar accounting software 3. Demonstrated experience in team leadership and oversight.
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	We deliver on our promises – we are all as good as our word. We are solutions focused.
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	We are genuine and demonstrate care for our customer, our communities, our people, and our world. We deliver to a high standard.
<p>ACKNOWLEDGEMENT:</p> <p>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.</p>	
SIGNATURE:	
DATE:	