Position Description

POSITION	Financial Accountant		
REPORTS TO	Financial Controller	**DIRECT REPORTS**	• Finance Officer – Revenue • Finance Officer - Payables
KEY STAKEHOLDERS	**Internal:** ▪ Chief Financial Officer ▪ Financial Controller ▪ FP&A Manager ▪ Operational Managers ▪ Park Managers	**External:** ▪ Auditors ▪ Tax authorities ▪ Vendors and Service Providers	
PURPOSE	The Financial Accountant is responsible for overseeing the organisation's core financial operations, including transactional processing, compliance, and reporting. This role ensures accurate and timely financial records, adherence to internal controls, and compliance with relevant accounting standards and tax regulations. Additionally, the Financial Accountant manages the Finance Administration team responsible for accounts payable, accounts receivable, and related processes. The role provides leadership to the transactional finance function and partners with the FP&A Manager and Financial Controller to support forecasting, budgeting, and continuous process improvements. The role also includes responsibility for fixed asset accounting, ensuring accurate recording, depreciation, and reconciliation of the asset register.		
BUSINESS DRIVERS	***The key inputs and activities of a Financial Accountant that drive results of Reflections Holidays.*** 1. ***Analyst*** – Draws conclusions and makes recommendations based on qualitative or quantitative data. 2. ***Cross-Functional Liaison –*** Builds and leverages relationships with individuals from other work groups to coordinate internal resources and accomplish shared goals. 3. ***Policy/Regulation Champion –*** Ensures that others follow the rules, guidelines, and regulations. 4. ***Quality Assurance –*** Examines outputs for quality, accuracy, and completeness; responds quickly to correct quality problems.		
COMPETENCIES	**Business Acumen:** • ***Continuous Improvement –*** Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions. • ***Decision Making***		

	◦ 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 ◦ 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. **Interpersonal Effectiveness:** • ***Building Partnerships -*** Developing and leveraging relationships within and across work groups to achieve results. • ***Earning Trust –*** ◦ 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	**Financial Operations** • Oversee day-to-day financial processing, including accounts payable and receivable. • Ensure accurate and timely processing of invoices, payments, and receipts. • Maintain general ledger integrity and ensure proper coding and posting of transactions

	• Oversee monthly reconciliations for key accounts, including bank, AR, and AP. **Fixed Asset Accounting** • Maintain the fixed asset register, ensuring accurate recording of acquisitions, disposals, and transfers. • Calculate and post depreciation in accordance with accounting standards. • Prepare reconciliations for asset-related accounts and ensure compliance with capitalisation policies. • Manage periodic asset verification and audits. **Compliance and Tax** • Manage compliance with Australian tax laws (GST, PAYG, payroll tax). • Prepare and lodge BAS, payroll tax, and other statutory returns. • Monitor changes in regulatory requirements and ensure adherence to policies. • Oversee annual audit activities to support our external auditors. **Reporting and Analysis** • Coordinate month-end and year-end close processes. • Responsible for monthly cashflow reporting and forecasting. • Prepare monthly project reporting and associated capital project cashflow reports. • Provide insights into working capital management and cashflow. **Loan Facility Management** • Track organisation loan facility. • Work with Capital Team to confirm milestone claim details. • Prepare loan schedules and loan projections. **Team Leadership** • Manage Finance Administration staff, including workload allocation, training, and performance management. • Foster a culture of accountability and process excellence within the team. • Ensure robust backup plans and process documentation for all transactional functions. **Process Improvement** • Identify and implement efficiency improvements in financial operations. • Ensure strong internal controls across AP, AR, and related processes. • Work with system providers and internal teams to optimise finance systems.
SELECTION CRITERIA	**Essential**: • Strong understanding of accounting principles, tax compliance, and financial operations. • Demonstrated experience in managing accounts payable, receivable, and general ledger processes. • Knowledge and experience in project reporting, fixed asset accounting and reconciliations. • Leadership experience, including managing and developing

	teams. • Proficiency in Microsoft Excel and ERP systems (Dynamics 365 or equivalent). • Attention to detail and commitment to accuracy and compliance. • Ability to prioritise, meet deadlines, and manage competing priorities. **Desirable:** • Tertiary qualifications in Accounting, Finance, or related field (CA/CPA desirable). • Minimum 5 years' experience in financial operations or commercial accounting roles. • Experience in managing staff within a finance environment. • Proven experience in fixed asset accounting and compliance. • Knowledge of Australian tax obligations (GST, BAS, payroll tax). • Excellent communication and interpersonal skills for internal and external stakeholder engagement. • Demonstrated ability to drive process improvement and maintain internal controls.
REFLECTIONS HOLIDAYS VALUES	***How our company values apply to all employees***
GROW TOGETHER	When we work as a team, everyone benefits. We grow when our people, our places and communities are at their best – teamwork helps us all grow and learn.
SAY IT, DO IT	We deliver on our promises – we are all as good as our word. We are solutions focused.
MAKE A DIFFERENCE	In partnership with others, we achieve better outcomes. We believe everyone can make a difference in the lives of people, places, and our planet.
CARE DEEPLY	We are genuine and demonstrate care for our customer, our communities, our people, and our world. We deliver to a high standard.

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:	