

## POSITION DESCRIPTION

<b>POSITION:</b>	FINANCE ADMINISTRATOR – RECEIVABLES	
<b>REPORTS TO:</b>	Finance Business Partner	
<b>KEY CONTACTS:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>SteerCo &amp; Leadership Team</li> <li>Operations Leaders</li> <li>Park Managers</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>Suppliers</li> <li>Customers</li> </ul>
Version Control/Date:	V1, August 2024	
<b>ROLE OVERVIEW:</b>	<p>The <b>Finance Administrator - Receivables</b> is responsible for the recognition, analysis and reporting of our Revenue streams within the finance team. Ensuring all revenue data is recorded in our finance system without errors. Managing the ongoing reconciliations of revenue, payments and bank accounts.</p> <p>The three key focus areas for the role are:</p> <ul style="list-style-type: none"> <li><b>Revenue Management</b> – Managing the recognition of revenue. Working with other teams on process improvements and efficiencies in day-to-day processing of revenue.</li> <li><b>Debtor Management</b> – Overseeing the management of our tourist and long-term debtor ageing profiles. Working in collaboration with Park teams on ensuring debtor balances are within terms.</li> <li><b>Business Insights and Support</b> – Provide ongoing support to both the finance team and wider Reflections team. Providing support backup to other finance roles as required. Providing financial support and training to the business.</li> </ul>	

## KEY ACCOUNTABILITIES:

### 1. Revenue Management:

- **Revenue Recognition:** Prepare weekly revenue imports from various revenue streams and import data into finance system. Including mapping of new transaction types, GL accounts and sundries. Analysing revenue data to ensure compliance with recognition standards and company policies. Working closely with Revenue team and Park teams on identifying issues and process improvements to continue streamlining the revenue process.
- **Revenue Analysis:** Prepare reconciliations and analysis on key revenue functions, including expired guest credits and our Loyalty member credit program. Prepare ongoing reporting on these programs and their financial impact to Managers.
- **Daily Takings Process:** Manage the review of the Finance Reporting from Park Managers on a weekly basis. Liaise with Managers on variance analysis and errors found in the weekly reporting. Provide ongoing training and assistance to Managers and their teams regarding their financial reporting. Ongoing development of reporting process to improve value and efficiency.
- **Payments Management:** Responsible for reconciling the weekly payments against weekly revenue streams to ensure no variances. Where variances exist, completing the necessary actions to identify variances and working with the relevant stake holders to correct. Assisting Parks with payment gateway issues, refunds and other payment related queries.
- **Bank Management:** Responsible for preparing and importing weekly bank transaction imports. Working with Financial Accountant on the Bank Reconciliation process. Monitoring and reporting on the weekly cash balances in bank accounts to ensure enough funds for payment runs. Preparing bank transfers as required.
- **Balance Sheet Reconciliations:** Prepare the month end balance sheet reconciliations for revenue and bank related accounts.

### 2. Debtor Management:

- **Sundry Debtor Invoicing:** Raise ad hoc debtor invoices. Work in consultation with other Departments in the business on their invoicing requirements. Manage the annual CPI increase process on sundry debtors, licence and lease holders.
- **Management of Tourist and LTC Debtors:** Overseeing the management of our tourist debtors. Including regular reviews of ageing profiles and ongoing consultation with Park Managers and LTC administrator to ensure weekly debtor management processes and chasing of unpaid accounts are being completed. Provide ongoing training and support to teams on debtor management processes, along with continuing to improve

the debtor management process. Provide regular reporting on debtor management position to Finance Business Partner on monthly basis.

### 3. Business Insights and Support:

- **Finance Team Support:** Provide backup and support to the accounts payable function. Including processing invoices, preparing creditor payment runs and credit card reconciliations as required. Work with Finance team on the month end process, including balance sheet reconciliations to assist in the finalising of monthly financials.
- **Business Insights:** Provides financial advice and analysis advice across the business to support the finance and revenue functions. Communicate internally to assist with business decisions due to process and systems knowledge. Liaise with Regional and Park Managers to troubleshoot issues that arise with park compliance to our administrative requirements.
- **Systems and Processes:** Act as an advocate of change and support to the change management process when implementing new finance systems and processes. Look for continuous improvement in all procedures and processes. Provide ongoing training and support to the business as required.

### ESSENTIAL SKILLS, KNOWLEDGE & BEHAVIOURS:

#### Key Competencies:

- High level of organisational and time management skills
- High level of communication skills with the ability to relate to a broad range of work teams
- High attention to detail and aptitude for complex reconciliations
- Confident numerical ability
- Willingness to learn and develop excel knowledge and skills

Position Holder:

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.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_