



EXTERNAL VACANCY

Accountant

Location: Cairns | **Team:** Finance

About Us:

North Queensland Airports (NQA) Group owns and manages Cairns & Mackay Airports which includes all airside and landside operations, terminals, car parking and associated land holdings. Cairns Airport is one of Australia's leading regional airports, providing air links to a range of domestic and international locations. We are proud recipients of the Airport of the Year Award 2023.

The Role:

Cairns Airport is seeking a highly professional, proficient and capable Accountant to provide support to the CFO, Financial Controller and wider NQA team.

The position will be employed on a **permanent full-time** basis; however, **flexible working arrangements** may be considered.

Required for an immediate start, a great career opportunity exists for a degree qualified accounting professional to join our Finance Team whom support our Cairns and Mackay Airports and related entities. The purpose of this role is to:

- Manage the financial and management reporting processes of the NQA Group.
- Lead the Group's compliance with income tax, GST and employment related taxes.
- Assist the team with Month-end, quarterly and annual reporting
- Manage the Capital Expenditure process/Fixed Assets Register, Project Reporting.

About You:

Ideally you will have a minimum of 3 years experience, be CA/CPA qualified (or near qualified) and an attractive salary package will be offered commensurate with knowledge, skills and experience.

You will need to have strong excel and computer literacy, together with a can-do attitude, and a strong focus and appreciation for customer service.

To be successful in this role you will not only need to have amazing attention to detail, be driven by a passion for accuracy, but also have the ability to communicate articulately and efficiently with internal and external stakeholders. You will need to work both independently and also work well within a team environment, work collaboratively with management, and provide accurate, and well-presented documentation.



Duties:

Reporting to the Financial Controller, accountabilities include:

- Monthly management reporting—manage the monthly reporting process including preparation of management accounts for the Group for Board Reporting, including ensuring reporting is in accordance with IFRS.
- Annual financial reporting—manage the preparation of statutory accounts for Group entities including preparation of all supporting documentation required for the annual external audit.
- Monitoring and reconciliation of key account ledger accounts and oversee reconciliations performed by other Finance staff
- Ensure compliance with the Groups Capital Expenditure policy, assets and project expenditure classification and update in the FAR, compliance with accounting and tax regulatory requirements, assist with asset revaluations and reporting.
- Lead compliance with the legislative requirements of GST, payroll tax, FBT and other employment taxes, including preparation of all applicable monthly returns for the Group.
- Preparation of the Group's income tax returns and assistance with ongoing compliance with income tax legislation.
- Maintenance of Budgets, cost centre & GL structures, material codes, expenditure allocation and management reporting structures in the financial system.
- Maintenance of asset register for financial accounting and taxation purposes for Cairns and Mackay Airports and related entities.
- Manage NQA's procure to pay system, including oversight of the weekly EFT process.
- Assist with the delivery of tasks in a small team environment including but not limited to: supervising graduate Accountant, Accounts Payable & Accounts Receivable.
- Assist in the debt recovery process (as required).
- Oversee compliance of NQA's financial policies and procedures.
- Respond to the financial reporting and analysis requirements .
- Contribute to the continued improvement of financial systems and procedures, implement finance best practice
- Actively participate and contribute to project work (as required) including ERP Implementation to ensure the system is implemented correctly, data migration, UAT and roll-out

Essential Qualifications, skills and experience

- CPA or CA qualified or working towards qualification.
- Min 3+ years in a commercial accounting position, ideally in a mid-size organisation.
- ERP/accounting software skills, SAP/TechOne experience will be highly regarded.
- Commitment to customer service and continuous improvement.
- High attention to detail, ability to multi-task and achieve tight deadlines
- High level of competency in Microsoft Excel, well developed Computer skills
- High level interpersonal, relationship building and influencing skills.
- Demonstrated problem solving, conflict resolution and negotiation skills.
- Excellent organisational, time, task and priority management.
- Advocate for teamwork, collaboration and customer service.

We emphasize that you must be a team player and be committed to supporting your colleagues and be able to demonstrate the values of Cairns Airport.

Benefits:

- Work in Beautiful Tropical North Queensland
- Competitive Salary
- Inclusive team environment
- Free onsite airport car parking for both business and personal use
- Discount on retail F&B and speciality
- Flexible working options
- 2 Wellness Days per year
- Generous leave entitlements including: 3 weeks personal leave, 14 weeks parental leave.
- Mental health and well-being initiatives
- Employee Assistance Program (EAP)
- Career and professional development

Cairns Airport is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander peoples.

Please refer to the Position Description below for full particulars on the role.

To Apply:

Please email your covering letter and CV to: recruitment@cairnsairport.com.au

This position is also subject to a pre-employment drug and alcohol test and a police background criminal history check. The successful applicant must meet the requirements for obtaining an Aviation Security Identification Card.

About Cairns Airport

Cairns Airport is owned and operated by North Queensland Airports (NQA). Cairns Airport is one of Australia's leading regional airports, providing air links to a range of domestic and international locations, and was awarded Airport of the Year 2023. Nestled between mountains, mangroves and the Coral Sea, Cairns Airport is the gateway to World Heritage Great Barrier Reef and Tropical Rainforests of North Queensland and is just 7 kilometres from Cairns CBD. Over 5 million passengers pass through Cairns Airport's Domestic Terminal each year.

Cairns Airport is proud to have been awarded Airport of the Year 2023.

This prestigious award is part of a wide-ranging recognition program that showcases the outstanding individuals and businesses positively shaping the growth and development of Australia's aviation industry.



Position Description



Position	Accountant
Location	Cairns Airport
Department	Finance
Reports to	Finance Controller
Number of Reports	0-3
Agreement / Award	Cairns Airport Enterprise Agreement (EBA)
Classification	Band 4

Purpose of role

- Assist with the management of the financial and management reporting processes of the NQA Group.
- Lead NQA compliance with respect to income tax, GST and employment related taxes.
- Assist the team with Month-end, quarterly and annual reporting.
- Support the implementation of the new ERP and procurement software system for the NQA Group.
- Administration of the Capital Expenditure process/Fixed Assets Register, Project Reporting.

Characteristics of role

- Responsible for organising and planning own work under general direction.
- Adhere to generally already established guidelines and work procedures.
- Employee will have relevant qualification or previous experience.
- May be required to supervise various functions within the <<work area>> o including activities of a complex nature.
- Provide specialist expertise/advice in the relevant discipline.
- Sound knowledge of accounting, activity, operational policy or service aspects of the work performed.
- Manage own time, setting priorities, planning and organising own work and that of subordinate employees.
- Set outcomes and develop work methods where general work procedures are not defined.

Accountabilities

- Monthly management reporting—manage the monthly reporting process including preparation of management accounts for the Group for Board Reporting, including ensuring reporting is in accordance with IFRS.
- Annual financial reporting—assist with the preparation of statutory accounts for Group entities including preparation of all supporting documentation required for the annual external audit.
- Monitoring and reconciliation of key account ledger accounts and oversee reconciliations performed by other Finance staff.
- Ensure compliance with the Groups Capital Expenditure policy, assets and project expenditure classification and update in the FAR, compliance with accounting and tax regulatory requirements, assist with asset revaluations and reporting.
- Lead compliance with the legislative requirements of GST, payroll tax, FBT and other employment taxes, including preparation of all applicable monthly returns for the Group.
- Preparation of the Group's income tax returns and assistance with ongoing compliance with income tax legislation.
- Maintenance of Budgets, cost centre & GL structures, material codes, expenditure allocation and management reporting structures in the financial system.
- Maintenance of asset register for financial accounting and taxation purposes for Cairns and Mackay

Position Description



Airports and related entities.

- Assist with NQA's procure to pay system, including oversight of the weekly EFT process.
- Assist with the delivery of tasks in a small team environment including but not limited to Graduate Accountant, Accounts Payable & Accounts Receivable.
- Assist in the debt recovery process (as required).
- Oversee compliance of NQA's financial policies and procedures.
- Respond to the financial reporting and analysis requirements.
- Contribute to the continued improvement of financial systems and procedures, implement finance best practice.
- Actively participate and contribute to project work (as required) including ERP Implementation to ensure the system is implemented correctly, data migration, UAT and roll-out

Health, Safety, Security and Environment

- Actively promote the need to maintain a safe working environment through implementation of the Safety Management system and workplace related health and safety legislation including the CASA compliant Drug and Alcohol Management Plan (DAMP).
- Comply with local, state and federal environmental legislation, report all environmental incidents and work in accordance with NQA's Environmental and Sustainability Policies including the use of Environmental Work Procedures.

Environment, Social & Governance (ESG)

- Ensure resources are consumed responsibly.
- Look for opportunities to minimise negative environmental risk and impacts from our operations.
- Look for opportunities to conserve energy and reduce waste.
- Encourage diversity and inclusion and not knowingly engage with stakeholders that could be complicit in human rights abuses.
- Demonstrate a positive culture of being inclusive, fair and respectful.
- Continually work against bribery, corruption, extortion, money laundering, modern slavery and other financial crime.
- Meet the standards and principles we have committed to uphold, follow all internal processes, controls and procedures adopted to govern NQA.
- Make decisions that comply with the law and meet the needs of our stakeholders.

Corporate Responsibilities

- Comply with all NQA's policies and procedures.
- To actively demonstrate and endorse the Values of Cairns Airport by showing awareness and respect to our community, company, shareholders and stakeholders.

Relationship Management

Internal: NQA Management and employees.

External: General public, Sponsorship partners, Federal, state and local government bodies, industry associations, Airlines, retailers, airport operators, tourism organisations and operators.

- Ensure all interactions with internal and external parties are conducted with respect.
- Foster and maintain relationships with NQA.

Customer service

- Ensure a high level of customer satisfaction is maintained at all times.
- Customer complaints/feedback are dealt with promptly.

Position Description



- Continually improve services provided to management and employees.
- Extend and measure the customer experience at all levels (internal & external) of our offerings.

Qualifications, skills and experience

- CPA or CA qualified or working towards qualification.
- Min 3+ years in a commercial accounting position, ideally in a mid-size organisation.
- ERP/accounting software skills, SAP/TechOne experience will be highly regarded.
- Commitment to customer service and continuous improvement.
- High attention to detail, ability to multi-task and achieve tight deadlines.
- High level of competency in Microsoft Excel, well developed Computer skills
- High level interpersonal, relationship building and influencing skills.
- Demonstrated problem solving, conflict resolution and negotiation skills.
- Excellent organisational, time, task, and priority management.
- Advocate for teamwork, collaboration, and customer service.

Acknowledgement

I _____ acknowledge that I have read and understand the above

Employee Name (Print)

position description in its entirety and am capable of performing all of the stated requirements. 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.

Employee Signature

Date