



Updated: February 2008

## **JOB DESCRIPTION**

**POSITION:** Finance Manager  
**NAME:**  
**DEPARTMENT:** INTREPID TRAVEL Canada  
**REPORTING TO:** President, Intrepid Travel Canada  
**DIRECT REPORTS:** Finance Staff  
**DATE CREATED:** February 2008

### **POSITION PURPOSE:**

The Finance Manager is responsible for establishing and managing the Financial, System and Management Accounting function for Intrepid Travel, Canada, pursuant to the requirements of the Board of Directors (BOD), President, and Intrepid Melbourne Service Level Agreement (SLA) and with other regulatory authorities within Canada. As well as being responsible for the performance of the Finance staff, the Finance Manager contributes regularly to the overall direction of Intrepid Travel Canada as a part of the company's Management Group.

### **QUALIFICATIONS AND EXPERIENCE**

Degree in Accounting  
CA or CPA or equivalent with 5 -7 years post qualification experience in a similar role  
Experience and knowledge of complex accounting packages  
Experience in building a finance function in a start up environment  
Practical general finance and accounting experience in an international business  
Practical general finance and accounting experience in Travel  
Experience in an entrepreneurial environment or a start up company  
Experience with a big 4 or regional accounting firm is desirable  
Process improvement experience is desirable  
Strong written and verbal communication skills

### **OTHER SKILLS AND ATTRIBUTES**

Experience in motivating diverse teams  
Self motivated and can set own goals  
Demonstrated skills in planning and resource management  
Strong communication and interpersonal skills  
Team orientated  
Strong Analytical skills  
Ability to lead and adapt to change  
Demonstrate leadership and ability to foster teamwork  
Ability to work under pressure while maintaining accuracy  
Ability to achieve to deadlines  
Outstanding organisational skills, tenacity and attention to detail  
Good commercial acumen  
Ability to be both hands on and manage a team  
An understanding of and belief in Intrepid Travel Canada's Responsible Travel philosophy  
Passion for travel in the Intrepid style.

## OTHER REQUIREMENTS

To organise and chair Finance meetings as scheduled

To attend monthly management meetings

<b>Annual Operational Accountabilities</b>	<b>Benchmark Measure</b>
Establish an accounting system which meets Intrepid Travel Canada's business needs and aligns with the global business	Agreed accounting systems are implemented within agreed time and budget According to SLA requirements
Management Reporting	Monthly reports completed to set date Ad hoc reports completed to agreed deadline

<b>Annual Operational Accountabilities</b>	<b>Benchmark Measure</b>
Group Reporting	Preparation of Monthly / Quarterly and Annual Reporting of P&L, Balance Sheet, Cashflow and Group Disclosure Needs
Company tax planning	Tax strategy developed and implemented as required
Statutory Compliance	Monthly reports to Tax Department and government agencies and annual financial statements are filed by required timeframes
Corporate Governance	Develop and apply appropriate corporate governance principles as required
Maintain accurate records of accounting transactions	Production of timely and accurate information in accordance with agreed timeframes
External Audit	Management of external audit process completed in accordance with group reporting requirements
Intercompany transaction processing	Accurate and timely material reconciliations completed and invoices presented in accordance with SLA
Budgeting & Forecasting	Annual budgeting and quarterly rolling forecasting process implemented and maintained in accordance with group requirements.
Finance Team Management	Department goals set and met Staff performance ratings of each staff Staff survey feedback ratings Staff development - training provided to each staff member per learning requirements
Business Performance Management	Development of and management of key third party supplier relationships to minimize cost of business in key financial processes (including overhead costs of banking, audit, legal, telecommunications, premises)
Acquisitions and Investment Appraisal	Financial analysis of new business activities including NPV / ROI calculations as required

## KEY ACTIVITIES TO DELIVER ACCOUNTABILITIES

<b>Annual Project Accountabilities OR Performance Pay Goals</b>	<b>Measures &amp; Targets</b>
Secretary on the Board of Directors of Intrepid US, Inc.	Preparing filings for the corporation
Establish an accounting system and processes which meet Intrepid Travel Canada business needs and aligns with the global business	Researching and implementing appropriate accounting standards and government legislation and ensuring all requirements are met Ensuring the maintenance of adequate cash reserves for working capital requirements and other requirements
Management Reporting	Production of required reports Establish reporting requirements for Intrepid Travel Canada in accordance with the SLA and other requirements

Annual Project Accountabilities OR Performance Pay Goals	Measures & Targets
Group Reporting	Monthly / Quarterly and Annual Reporting of P&L, Balance Sheet, Cashflow and Group Disclosure Needs are produced accurately and published in accordance with group reporting needs
Company Tax Planning	Tax policy researched, documented and implemented in conjunction with tax advisers
Statutory Compliance	Financial reports for Taxation Authorities and other government Agencies are accurate and published to requested dates
Corporate Governance	Appropriate governance policies and procedures are documented and implemented in the company
Maintain accurate records of accounting transactions	Monitor financial systems for accuracy Establish and implement processes and systems
External Audit	External audit process planned and implemented with external auditors and local statutory reports are lodged by required dates
Intercompany transaction processing	Set and monitor accountabilities for staff according to SLA requirements and other requirements Ensure accuracy and timeliness through development, coaching and support to staff
Budgeting & Forecasting	Annual budget and quarterly forecasting processes developed and implemented
Finance Team Management	The development, communication and enforcement of Intrepid Travel Canada's accounting policies and procedures, and ensuring consistency of practice. The support and development of all staff in the Finance group, including the co-ordination of work conditions, workloads, recruitment, training, staff appraisals and other Human Resources issues
Business Performance Management	The establishment and maintenance of key third party supplier relationships
Acquisitions and Investment Appraisal	Financial analysis models developed and implemented