

## JOB DESCRIPTION & ACCOUNTABILITIES

<b>NAME:</b>		<b>REPORTING TO:</b>	Financial Reporting Manager
<b>POSITION TITLE:</b>	Financial Reporting Accountant	<b>DIRECT REPORTS:</b>	None
<b>DEPARTMENT:</b>	Group Finance	<b>LOCATION:</b>	Melbourne

### POSITION PURPOSE:

The Financial Reporting Accountant is a member of the Group Finance Team and will assist in managing the statutory reporting of the Group to ensure internal and external reporting and compliance requirements are met in order to enable strategic and operational decision making, and to ensure compliance with all global and local corporate, statutory and regulatory requirements.

The role will involve assisting in all group consolidations and creating and maintain an environment of robust and effective financial reporting processes, procedures and controls.

- Assist the Financial Reporting Manager in all month end and quarter end reporting requirements, taking ownership over key designated areas by the Manager.
- Assist with the preparation of all statutory and parent reporting (being a key part of relationship with the auditors).
- Assist the Financial Reporting Manager in business development activity
- Own the accounting and reporting function for Intrepid Foundation
- Assist with reconciliation of and perform the internal control function of a complex Intercompany structure
- Champion procedures, policies and internal controls to ensure efficient business processes to support the delivery of business objectives;

### QUALIFICATIONS AND EXPERIENCE

- Studying towards CPA or CA with 1-2 years accounting experience.
- Ideally, experience in Audit or Financial Accounting in a large corporate environment
- Demonstrated wider commercial and business acumen
- Demonstrated ability in dealing with diverse teams

### OTHER SKILLS AND ATTRIBUTES

- Strong communication skills across all levels of the company
- Highly accountable and proactive in meeting deadlines,
- Goal- and outcome-oriented
- Ability to work under pressure whilst maintaining accuracy
- An understanding of, and alignment with, Intrepid's Core Purpose and Core Values
- Friendly, flexible, adaptable to rapid change
- Team player

Accountabilities	Benchmark measures
Perform general accounting, reconciliations and ensure financial integrity in trial balance	<ul style="list-style-type: none"> <li>- Prepare reconciliation of balance sheet accounts as required for Australian entities.</li> <li>- Review and provide support over balance sheet reconciliations performed by offshore finance teams.</li> <li>- Provide support to other finance members in areas of expertise such as capitalisation of expenditure; fixed asset management; and intercompany reconciliations and confirmations.</li> <li>- Ensure compliance with Group accounting policy</li> <li>- Ensure financial integrity of general ledger and consolidated results;</li> <li>- Assist the Financial Reporting Manager to establish accounting procedures to ensure best practice and compliance to relevant policies and standards</li> </ul>
Statutory and parent reporting	<ul style="list-style-type: none"> <li>- Assisting with preparation of Monthly/Quarterly/Annual reporting of P&amp;L, Balance Sheet &amp; Cash Flow and additional disclosures for group reporting purposes and for parent reporting.</li> <li>- Working with the Financial Reporting Manager to ensure month end results are produced accurately and completely and published in accordance with group reporting timeframes.</li> <li>- Assist the Financial Reporting Manager to ensure all required adjustments or journal entries are reflected in the results.</li> <li>- Ad hoc reports developed and presented to key customers within the business and the management team.</li> </ul>
Year-end audit process	<ul style="list-style-type: none"> <li>- Assist in liaising with external auditors during the interim and year end audit.</li> <li>- Assist with preparing audit files and reconciliations to be provided to the auditors as directed.</li> <li>- Working with the Financial Reporting Manager during the planning phase for the audit to ensuring management of the deliverables to the auditors in a timely manner.</li> <li>- Assist with the preparation of reports to prepare the consolidated statements including balance sheet, profit and loss, cash flow and note disclosures.</li> <li>- Being proactive and assisting to problem solve any issues which may arise during the year-end audit process.</li> </ul>
Group intercompany accounts	<ul style="list-style-type: none"> <li>- Acting as the key contact within the Financial Reporting Team for the Group intercompany.</li> <li>- Ensuring intercompany transactions (balance sheet and profit and loss) are posted and reconciled from a consolidated perspective on a Monthly/ Quarterly/ Annual basis.</li> <li>- Assisting subsidiary finance managers by providing guidance and support on best practice for intercompany, including reconciliations and confirmations.</li> <li>- Being proactive and following up subsidiary finance managers to ensure that unreconciled intercompany transactions are kept within Group tolerance level.</li> </ul>
Management of subsidiaries	<ul style="list-style-type: none"> <li>- Assist overseas subsidiaries with the preparation of year-end financial statements and their audit process.</li> <li>- Key contact point with subsidiaries on reporting and intercompany.</li> <li>- Develop relationships with subsidiary FM's</li> <li>- Compliance with group accounting policy</li> <li>- Recommendations to the management Team</li> <li>- Provide training, guidance and support to subsidiary finance Manager's</li> </ul>
Business Acumen	<ul style="list-style-type: none"> <li>- Contribute and provide feedback in wider business decisions</li> <li>- Participate in setting overall strategy and direction of Group Finance</li> <li>- Financial custodian and expert to provide financial analysis on new</li> </ul>

# Intrepid Group

	<p>product ideas and initiatives</p> <ul style="list-style-type: none"><li>- Be proactive in looking for value creation initiatives and performing cost benefit analysis.</li></ul>
The Intrepid Foundation	<ul style="list-style-type: none"><li>- Assist the Finance Manager's and the Responsible Business team with the management of the Intrepid Foundation finances.</li><li>- Providing the key finance stakeholders with relevant financial information on a monthly basis.</li><li>- Ensuring receipting and payments are made in a timely manner and all accounts are properly reconciled on a monthly basis.</li><li>- Assist the wider finance team with year-end audit and financial statement preparation.</li><li>- Ad hoc year end tasks as required.</li></ul>
Project work	<ul style="list-style-type: none"><li>- As directed</li></ul>