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GENERAL MANAGER FINANCIAL SERVICES

JOB & PERSON SPECIFICATION

MARCH 2018



JOB SPECIFICATION

POSITION: GENERAL MANAGER FINANCIAL SERVICES

REPORTS TO: CHIEF FINANCIAL OFFICER

PRIMARY OBJECTIVE

The General Manager Financial Services is responsible for the production and analysis of financial management and statutory accounting information across ARTC and associated entities for reporting and decision making to support business unit and corporate objectives.

This senior role within ARTC provides key leadership, coordination and delivery of the financial strategy, planning, accounting, budgeting and reporting outcomes for the company and will deputise for the Chief Financial Officer as required.

RESPONSIBILITIES

Management Reporting

- Coordinate monthly analysis and reporting including the preparation and review of reports for the Executive Committee and senior management. This responsibility extends to the preparation and review of the monthly management reporting suite and distribution to all executives, divisional heads and nominated managers.
- Management of the Board and Shareholder reporting process in support of the CFO. This responsibility includes the provision of all input information including forecast, variance analysis and commentary.
- Monitor the financial implications of operational matters impacting on ARTC's profitability and develop recommendations to improve commercial performance. This includes the monitoring of capital and recurrent expenditure against budget and the provision of financial reports to aid understanding and decision making.
- Development and coordination of the management reporting suite that is published in the finance ledger system. This responsibility also includes management of the system hierarchy and chart of accounts which is central to the delivery of reporting and recovery modelling for the Hunter Valley.
- Co-ordinate and prepare the annual budget and 5 year plan for ARTC for Executive Committee and Board approval including the establishment of templates, timetables, instructional memoranda and reports.
- Ensure the integrity of business operations, and financial reporting is maintained through the management and oversight of control, monitoring and review processes as they relate to financial reporting, project evolutions and projects within this roles control or sphere of influence.



- Monitor and report on major works progress expenditure against budget, forecasts and commitments including monthly reporting to management and to shareholder departments.
- Monitor and incorporate reporting of Inland Rail including the establishment of procedures, reporting templates and reconciliation process with the GM Finance - Inland Rail to ensure timely, accurate and effective reporting for management, the ARTC Board and ARTC shareholders.
- Prepare and submit monthly financing drawdown requests for Inland Rail in accordance with the Equity Financing Agreement between ARTC and the Commonwealth together with any ancillary reporting and follow-up in conjunction with the GM Finance - Inland Rail.

Financial Accounting and Governance

- Investigate the financial implications of operational matters impacting on financial accounting standards; develop solutions to ensure financial data is appropriately captured.
- Facilitate the timely and accurate preparation of ARTC's monthly consolidated financial reports for the input to the monthly management accounts.
- Maintain control of general ledger and asset registers together with associated functions of payroll, accounts payable, receivable and. Ensure the integrity of business operations, and financial reporting is maintained through the management and oversight of control, monitoring and review processes.
- Maintain control of the financial accounting finance function, including the provision of training and guidance to all direct reports.
- Develop, review and recommend operational accounting procedures and policy in line with adherence to applicable accounting standards, CAC Act, PGPA Act and all applicable legislation.
- Management of additional project work as required, including assistance in due diligence processes for new business initiatives and acquisition opportunities.

Statutory and Legislative Compliance

- Oversee the preparation of statutory accounts for ARTC and the half-yearly financial report and ensure that ARTC meets its accounting standards and other regulatory and shareholder reporting obligations within designated timeframes.
- Provide guidance in the consolidation and appropriate accounting treatment of ARTC Services Company and subsidiary companies into both monthly and annual financials for reporting of the consolidated group.
- Oversee the maintenance and development of the fixed asset and leased asset registers ensuring compliance with accounting standards and taxation legislation including management of the annual impairment testing and triennial revaluation processes.
- Designated first point of contact within ARTC for the provision the external audit function.

Committees & Boards

- Member of the Budget and Investment Committee ("BIC") with particular responsibility to coordinate provision of reporting information in collaboration with BIC Secretary.
- Monitor and report on variances between actual results and Budget/Corporate Plan. Particular emphasis on forecast outcome. Awareness of business initiatives/fluctuations and impact on reported results.



Financial and Recovery Models

- Ongoing development and oversight of the calculation of overhead and other recovery models across ARTC to ensure they are appropriately calculated and applied.
- Review of the Hunter Valley constrained network recovery model including the maintenance and regulated asset base (RAB), overhead model and annual “Overs and Unders” recovery process.
- Participate in the development of access undertaking and ACCC reviews through the development of works and overhead allocation models. Ensure that data collection process and ledger structures are consistent with the reporting requirements for all analysis and recovery models.

Leadership

- Lead, develop and mentor the financial services team to ensure a consistent framework and approach to the delivery of reporting and business information for decision making and to meet management and statutory reporting requirements.
- Develop employee performance management documents and review to capital, evaluate and report KPI metrics ensuring operational efficiencies that are consistent with ARTC corporate objectives and best practice standards.

Improvement Initiatives

- Provide strategic oversight and management of the development of new and improved business processes and systems relevant for your area of responsibility, including management of configuration and implementation projects promoting structural change and resource efficiency.
- Manage and provide specialist input to other project work and financial modelling where required.
- Develop and manage the project reporting system (PRS) for the effective collection and use of project forecasting information across ARTC.
- Develop and manage the budgeting and forecasting system (Budget Enterprise) for the effective collection and use of budget and forecasting information.

ACCOUNTABILITIES

- The provision of timely, accurate and relevant management accounting and statutory reporting for ARTC.
- The ongoing review and development of management reporting systems to support decision making and meet ARTC governance responsibilities.
- Manage and ensure compliance with internal control accounting procedure
- The recommending of appropriate action in relation to cost variations and opportunities.
- Effective and timely reporting and monitoring of cash flow forecasts and requirements.
- Effective leadership and delivery of continuous improvement processes and efficient resource utilisation.
- Effective management of the Financial Services team.
- Deputise for the Chief Financial Officer as required.
- Ensure compliance with ARTC’s Safety Management System (SMS) and Environmental Management System (EMS) requirements, responsibilities, authorities and accountabilities.



- Promote a safety culture within the team to conform with current Work Health and Safety (WH&S) and relevant Rail Safety legislation.
- Ensure that injuries are properly reported, and that any injured employees are provided both a safe and timely return to work.

KEY COMMUNICATIONS

- Regular and ongoing communication with the General Manager Transactional Services and Treasurer to develop consistency in data capture and reporting to ensure compliance with statutory requirements and to provide robust and timely exchange of treasury related information and inputs.
- Regular and ongoing communication with divisional General Managers and their direct reports in relation to reporting, budgeting and project submissions to ensure items of note are brought to attention and procedures are followed to ensure corporate objectives can be met.
- Statutory related communications :
- Engagement with auditors
- Develop and manage the project reporting system (PRS) for the effective collection and use of project forecasting information across ARTC.

COMPETENCIES

Build positive work relationships: use appropriate methods and flexible interpersonal style to assist in building cohesive and effective operational working relationships within the organisation and with external parties.

Commercial acumen: clearly understand the business impacts of decisions on a financial, human resource, client and supplier level and remain aware of potential related issues that may arise.

Communication skills: clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Creative thinking: ability to think and act innovatively and resourcefully, anticipate opportunities for improvement, challenge traditional assumptions and solve problems creatively.

Critical thinking and analytical ability: the ability to conceptualise, apply, analyse, synthesise and/or evaluate information gathered from observation, reasoning or communication, as a guide to belief or action.

Customer service: ability to develop and maintain positive client relationships and ensure the delivery of a consistent, efficient and high quality service.

Decision making: make sound and timely decisions in accordance with ARTC's vision, mission, goals and values giving consideration to all relevant factors and potential broader impact.

Ethics and integrity: interact in an open and honest manner and consistently demonstrate objective, impartial and fair behaviour.

Executive disposition: demonstrates personal attributes consistent with the requirements of the position held and the objective and focus of the organisation.

Facilitating change: encourage others to seek opportunities for innovation and facilitate the implementation and acceptance of these changes.



Gaining commitment: use appropriate interpersonal style and techniques, adapting behaviour to accommodate tasks, situations and individuals involved to gain acceptance of ideas or plans.

Initiating action: ability to be pro-active and take prompt action to accomplish objectives and achieve goals.

Interpersonal skills: ability to build and sustain relationships, resolve conflict, handle negotiation effectively and develop collaborative working relationships in an environment where there is a conflict of priorities or use of resources.

Leadership: demonstrate the ability to mentor, coach, influence, guide and direct the performance of group members towards the achievement of organisational goals.

Managing change: ability to assess the need for change; design plans for change; coach those who will lead others through the transition and/or help others adapt; and manage resistance to change.

Managing work: effectively manage one's time and resources to ensure that work is completed efficiently and to quality standard.

Operational Decision Making: committing to an action after analysing financial, people and organisational information and developing alternative courses of action based on logical assumptions, facts and available resources.

Problem solving: objectively identify the causes of a problem and propose potential, often innovative, solutions to the problem, which will be agreeable to multiple parties or individuals and, where necessary, evaluate the outcome

Quality orientation: ensure that consideration is given to quality outcomes in the performance of all tasks.

Strategic decision making: ability to identify key issues and parties relevant to achieving long term goals and develop courses of action based on logical assumptions, facts, resources, constraints and organisational values.

Work Standards: setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self imposing standards of excellence rather than having standards imposed.



KNOWLEDGE, SKILLS AND EXPERIENCE

Essential Selection Criteria:

- Tertiary qualifications in an accounting or business related discipline; membership of the Australian Society of CPA's (CPA) or the Institute of Chartered Accountants (CA).
- Proven experience as a senior finance manager in a significant commercial organization or financial professional services organisation.
- Extensive knowledge of computerised accounting packages, with extensive exposure to spreadsheets and modern financial systems.
- Demonstrated experience in developing, implementing and maintaining computerised information systems to improve efficiency and effectiveness of financial functions.
- Advanced verbal and written communication skills; good interpersonal and negotiating skills.
- Demonstrable commercial acumen and demonstrated competence in determining achievable key business and performance objectives.
- Experience in the management of staff activities in a financial operation.

Desirable Selection Criteria:

- Sound knowledge of and experience with complex financial information systems.
- Demonstrated financial skills in costing and financial analysis.
- Demonstrable ability to produce comprehensive managerial reports.
- Exposure to major works management and reporting
- Advanced analytical skills including financial modeling.
- Demonstrated ability to work with business plans.



HOW TO APPLY

Applications in Word format only should be forwarded to Julie Brennan by email to 22983@hender.com.au

Telephone enquiries are welcome and may be directed to Julie or Bernie Dyer on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.