

<b>Position Title:</b>	<b>Senior Finance and Capex Analyst</b>
<b>Reports to:</b>	Head of Finance
<b>Direct reports:</b>	Nil
<b>Review date:</b>	March 2021

### Position objective

The role of the **Senior Finance and Capex Analyst** is to provide high quality financial forecasting and analysis, capital project accounting and governance, participate in the development and implementation of strategic business initiatives and assist in the management of financial systems for the benefit of the broader business

### Newcastle Airport's Values

**TRUST** - always acts with integrity

**ENGAGED** - passionately exchanges thoughts and ideas to generate an actively creative environment

**COMMITTED** - doing what you'll say you do

**ACCOUNTABLE** - having the courage to be held accountable and to hold others accountable

**RESULTS DRIVEN** - strive to ensure results are achieved

### Key accountabilities and responsibilities

- > Development of financial budgets and forecasting through engagement with a range of business stakeholders.
- > Coordination of project and fixed asset accounting functions in accordance with accounting policies, procedures and Australian Accounting Standards.
- > Assistance in the management and development of the capital expenditure governance program.
- > Assistance in the management of the airport's corporate financial model and investment evaluation of key business initiatives.
- > Investigation and interpretation of business drivers and trends in reporting on financial analytics including KPI's, budgets and forecasts.
- > Assistance in the management and development of Technology One ERP system in support of NAPL's policies, procedures and business objectives.
- > Undertake financial business improvement projects and any other duties as directed.

### Qualifications and experience

#### Essential:

- > Degree in Accounting / Commerce or Business. CPA / CA qualifications (or equivalent).
- > At least 5 years' experience in financial analysis and capital project / asset accounting.
- > Demonstrated experience in the use of financial models for financial forecasting, budgeting and / or investment evaluation.
- > High degree of problem-solving ability and attention to detail.
- > Proven ability to communicate financial reporting outcomes to a non-financial audience.
- > Strong technical accounting knowledge including thorough understanding of accounting standards.
- > Advanced skills in Microsoft Excel and a high level of skill in other software applications.

Desirable:

- > Experience in using Technology One ERP system.
- > Experience in dashboard reporting.
- > Experience in the infrastructure sector or similar capital-intensive business.

### Work Health and Safety

The NAPL Managers have a responsibility to:

- > Remain abreast of changes in environmental and WHS legislation, Codes of Practice and Australian Standards.
- > Ensure and promote conformance with statutory requirements and NAPL WHSMS requirements.
- > Promote and embed a safety culture.
- > Ensure that appropriate investigations are conducted for hazards and incidents, and implement identified corrective actions.

While at work NAPL workers must:

- > Take reasonable care for their own health and safety.
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act.
- > Cooperate with NAPL policies and procedures relating to health or safety.

### Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
<b>Trust</b> Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
<b>Engaged</b> Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.
	✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
<b>Committed</b> Doing what you say you'll do	✓ Helpful and assists other staff / teams in need wherever possible.
	✓ Consistently "walks the talk" by doing what they say they'll do.
	✓ Consistently demonstrates a "can do" attitude.
	✓ Reliable and consistent in their approach to work.
	✓ Open and adaptable to change to meet the growing needs of our business.
	✓ Open to giving and receiving constructive feedback as an opportunity to learn.

Value	Behaviours
<p><b>Accountable</b></p> <p>Having the courage to be held accountable and to hold others accountable</p>	<ul style="list-style-type: none"> <li>✓ Takes responsibility for their actions.</li> <li>✓ Proactively seeks advice and input from others to stimulate learning and innovation.</li> <li>✓ Is committed to being truthful with each other.</li> <li>✓ Applies consistent standards across the organisation.</li> </ul>
<p><b>Results Driven</b></p> <p>Strive to ensure results are achieved</p>	<ul style="list-style-type: none"> <li>✓ Adopts a strategic approach to achieve business goals.</li> <li>✓ Adopts big picture thinking and commitment to achieving business goals.</li> <li>✓ Ensures goals are clearly understood which they are focussed on achieving.</li> <li>✓ Employs effective strategies to ensure goals are achievable.</li> <li>✓ Prioritises own work effectively and communicates capacity constraints early.</li> </ul>

**Position description approved**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_