

# Finance Director

## Tourism and Events Queensland

Tourism and Events Queensland (TEQ) is a statutory body of the Queensland Government and the State's lead tourism marketing, destination and experience development and major events agency.

TEQ's vision is to inspire a global desire for Queensland by showcasing its unique identity through bold world-class marketing and events – driving travellers to choose our state and deepening pride in the place we call home.

TEQ is committed to working collaboratively with key stakeholders across government and industry to achieve this growth in Queensland's visitor economy.

### Purpose of the role

The Finance Director leads the finance team to provide high quality strategic financial and operational support services and advice to the organisation. Supporting the broader leadership team to effectively forecast and allocate financial resources driving organisational outcomes.

The role ensures a robust and effective financial management framework, systems and environment for the organisation. This ensures strong governance, financial risk management and meeting of statutory obligations, in accordance with responsibilities under the Financial and Accountability Act 2009.

### You will bring to the role

Must have	Great to have
<ul style="list-style-type: none"><li>▪ Demonstration of outstanding judgement, high-level integrity, ethics and probity, a strong achievement orientation, and excellent communication skills.</li><li>▪ Extensive experience leading finance and accounting teams in a fast paced and changing environment.</li><li>▪ Experience leading the strategic allocation of resources to achieve organisational outcomes.</li><li>▪ Detailed knowledge of accounting standards and relevant legislation.</li><li>▪ Proven ability to inspire leadership, enthusiasm and commitment from the team.</li><li>▪ Well developed presentation, influencing and negotiation skills.</li><li>▪ High level of strategic and analytical skills.</li><li>▪ Knowledge of implementing, monitoring and maintaining financial management, payroll and reporting systems to deliver high quality finance services and process assurance.</li><li>▪ Knowledge of the Queensland Government financial framework as it applies to statutory bodies.</li><li>▪ Membership of a recognised Professional Accounting Body.</li></ul>	<ul style="list-style-type: none"><li>▪ Knowledge of the Queensland Government procurement frameworks.</li></ul>

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## What you will do

Accountability	Major Activities
<ul style="list-style-type: none"> <li>Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>Lead the development, and management of the TEQ budget to ensure alignment with the organisation's strategic and annual plans and the delivery of TEQ's outcomes.</li> <li>Monitor and report financial progress to budget monthly including forecasting of year-end result.</li> <li>Present monthly to executive and quarterly to executive and leadership team the financial performance including risks and opportunities.</li> <li>Lead the delivery of high-quality financial operations in accordance with legislative and other prescribed compliance requirements including TEQ policies and tax requirements and reporting.</li> <li>Ensure transactional processing is managed to a high standard of accuracy and timeliness, measured by positive internal feedback (payroll, accounts payable, supplier set ups, accounts receivable).</li> <li>Review all contracts to ensure compliance with TEQ delegations of authority, procurement procedures and budget availability.</li> <li>Ensure TEQ maintains a robust financial control framework that satisfies high standards of public accountability.</li> <li>Ensure internal controls are efficient and effective.</li> <li>Oversee the preparation of the end-of-year financial statements for annual reporting and external audit purposes.</li> <li>Provide financial information and advice for ministerial briefing notes, Government budget processes, Parliamentary estimates hearing and other Government/ Departmental reporting requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Strategic Financial Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Provide strategic and tactical financial support and advice to the CEO, group executives and the broader TEQ leadership team.</li> <li>Lead the engagement and negotiation with the department and central agencies for the organisation's annual budget cycle and forward estimates process, ensuring the integrity of budget planning and development, reliability of assumptions and forecasting, scenario modelling, monthly and full year projections and analysis.</li> <li>Establish effective relationships and negotiations with the department, Queensland Treasury and the Queensland Audit Office, other relevant agencies and other external bodies.</li> <li>In collaboration with the executive team and senior management work across the organisation to drive business process improvement.</li> <li>Ensure TEQ's financial and payroll systems are fit for purpose and meet organisational requirements including supplier and commercial management of systems and services.</li> <li>Work with other TEQ Corporate &amp; Strategy Directors (Information Technology Services, Legal, People &amp; Leadership etc) to deliver continuous improvement programs and projects in corporate services.</li> </ul>
<ul style="list-style-type: none"> <li>Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>Continually identify, assess and mitigate financial risks.</li> <li>Ensure that adequate systems and procedures are in place to safeguard and protect TEQ's assets.</li> </ul>

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	<ul style="list-style-type: none"> <li>Lead the establishment and implementation of consistent financial management and related risk management policies to ensure the management of organisational finances are in accordance with statutory provisions, professional standards and relevant for the organisation.</li> <li>Lead the management of foreign exchange exposure of the organisation and provide high level advice on foreign exchange management.</li> </ul>
<ul style="list-style-type: none"> <li>Governance</li> </ul>	<ul style="list-style-type: none"> <li>Ensure compliance with the organisation's financial related policies and procedures.</li> <li>Ensure compliance of the Financial Accountability Act 2009 and subordinate legislation and standards, and other relevant legislation, guidelines and directives including taxation requirements.</li> <li>Attend Audit and Remuneration Committee meetings.</li> <li>Liaise with Secretariat function for all Finance related Audit and Remuneration committee papers, ensuring high quality and timeliness.</li> <li>Lead TEQ's engagement with internal and external audit.</li> <li>Provide oversight and review of the financial function and results of TEQ's subsidiary, Gold Coast Events Management (known as EMQ).</li> </ul>
<ul style="list-style-type: none"> <li>Finance function leadership</li> </ul>	<ul style="list-style-type: none"> <li>Lead and manage the Finance team to provide client focussed financial support systems, services and advice to TEQ teams.</li> <li>Provide leadership and direction to the finance team ensuring a healthy culture and engagement exists.</li> <li>Mentor, train and review career development opportunities with the finance team.</li> <li>Develop the annual Team operational plan for Finance with quarterly reviews to lead delivery and accountability.</li> </ul>
<ul style="list-style-type: none"> <li>Other duties</li> </ul>	<ul style="list-style-type: none"> <li>Other duties as directed.</li> <li>Ensure tasks undertaken adhere to all TEQ's policies, procedures and guidelines.</li> </ul>

## How you will do it

Capability	How you will display it
<b>Brave</b> Confidence to lead and challenge colleagues, team members and the broader TEQ environment	<ul style="list-style-type: none"> <li>Challenges why, how and what we do</li> <li>Accepts risks and has a go</li> <li>Speaks up about performance</li> </ul>
<b>Strategic</b> Makes decisions that progress TEQ interests	<ul style="list-style-type: none"> <li>Outcome driven, agile approach</li> <li>Finds perspective beyond own</li> <li>Purposefully collaborative through vision and targets</li> </ul>
<b>Influential</b>	<ul style="list-style-type: none"> <li>Connects the "why" with actions and big picture value</li> <li>Embraces discomfort to discover new territory</li> </ul>

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Negotiates, persuades and communicates toward achievement	<ul style="list-style-type: none"><li>▪ Leads beyond own team</li></ul>
<b>Collaborative</b> Working with others as a team player and sharing resources and information	<ul style="list-style-type: none"><li>▪ Breakdowns barriers that restrict collaboration</li><li>▪ Builds relationships that demonstrate capability to collaborate across functions</li></ul>
<b>Results Oriented</b> Solutions focused outcomes for self, team, TEQ and industry success	<ul style="list-style-type: none"><li>▪ Assures team plan links clearly to TEQ strategy and leverages industry trends and insights</li><li>▪ Introduces measures to promote clarity of focus on key behaviours and outcomes</li><li>▪ Resource focus is on how to bring team to next level of effectiveness and service delivery</li></ul>

## About the role

**Position title:** Finance Director  
**Level:** Management  
**Group:** Corporate & Strategy  
**Team:** Finance  
**Location:** Fortitude Valley, Brisbane

**Reports to:** Group Executive Corporate & Strategy (*The Group Executive Corporate Services is also the Chief Financial Officer and Board Secretary*)

**Direct reports:** Two with a Finance team of ten in total

**Key Stakeholders:**

<b>Internal -</b>	Board members, Audit & Remuneration Committee, CEO, Group Executives and all employees
<b>External -</b>	Queensland Audit Office (QAO) and contracted auditors, Internal audit (outsourced currently to Deloitte), Finance management system and service suppliers (currently Netsuite and Aurion payroll and associated development service providers), Banks, Tourism Industry (through Regional Tourism Network), Department of Environment, Tourism, Science and Innovation (DETSI), Queensland Treasury and Department of Premier and Cabinet