



JOB DESCRIPTION

POSITION: Global Finance and Operations Manager, Urban Adventures Ltd.

REPORTING TO: Managing Director, Urban Adventures Ltd.

DIRECT REPORTS: Finance Manager, Finance Assistant, Finance Coordinator

POSITION LOCATION: Melbourne, Australia

THE BUSINESS & OPPORTUNITY:

Urban Adventures is an established corporate start-up business on a massive growth run. The Urban Adventures business has developed a unique business model of exclusive licenses per destination to build an unmatched professional network in the provision of Fun, Local, Accessible, Value and Original experiences that become the highlight memories of customer's travels and local exploration.

Having established a strong product-market fit and built a highly effective multi-distribution pipeline, the business is achieving top line growth rates circa 65% YOY for the past few years. Urban Adventures is the fastest growing business in the Intrepid Group and on track to carry 1,000,000 customers by 2021. The Intrepid Group is the world's largest B Corp Travel Company with a mission to change the way people see the world via an equal balance between profit and purpose.

Currently financed through internal investment, the business is projected to hit strong standalone profitability also in 2021 and beyond. This key role is to help the business achieve those goals whilst also assuring strong governance and financial systems to deal with the needs of a unique, fast growing global travel and eCommerce business operating in a Global environment.

POSITION PURPOSE:

The role of Global Finance and Operations Manager, Urban Adventures Ltd (UAL) is responsible alongside the Managing Director for developing, implementing and overseeing the systems, process and protocols including budgeting and forecasting for the business to reach its short and medium terms goals. The role also has a significant place in developing the strategy for the long-term goals of the business.

This diverse role is responsible for the financial and governance management of the day to day business of the Company including but not exclusive to banking and payment gateways, taxation, contracts, financial and management reporting, business model analysis and developing and delivering best practices for licensees within the Network. The Global Finance and Operations Manager provides direction to the Global functional managers in development of governance policy and process to maximize business performance and minimize risk. The Global Finance and Operations Manager reports to the Managing Director, Urban Adventures Ltd and sits on the company executive team.

QUALIFICATIONS AND EXPERIENCE

- Degree; Tertiary accounting qualification; CPA/CA qualifications
- Proven commercial and financial management experience
- Experience in implementation of complex legal and financial governance frameworks (control processes)
- Strong record of governance implementation

OTHER SKILLS AND ATTRIBUTES

- Ability to work strategically on the business and also operationally in the business
- Knowledge/experience in financial, commercial and compliance management
- Understanding of travel industry and/or franchise business desired
- Experience in multi-currency and eCommerce desired
- Fit to values & culture
- Excellent interpersonal and communication skills across a variety of cultures
- Demonstrate leadership and ability to foster teamwork
- Ability to deal with uncertainties and a fast-changing business environment

Accountabilities	Key Performance indicators
Key Role in development and implementation of UAL Business strategy	Performance of UAL network against annual targets and 3-year strategy including business Profitable and 1,000,000 customers in 2021
Overall functional management of Urban Adventures finance department	Functional policies and processes in place, communicated and implemented throughout network
Budgeting and Forecasting	Ensuring accurate budgeting and forecasting for the business
Taxation	Ensure the UAL business is meeting its local tax obligation and reporting; advise local businesses on same
People Management and development	Management and development of the Finance and Governance team
Commercial performance of UAL including sales growth and profitability	Oversight of business drivers to ensure appropriate pricing, margin and commercial direction to enable sales growth and profitability Provide direction on ROI effectiveness of discounting, commission structures and eCommerce best practice
Business Development and commercial analysis	Providing modelling on Proposals for new ventures Analysis of opportunities as presented and modeling of different business models
Project owner for UAL Financial systems, contracts, reporting, Banking and Currency	Prioritisation of UAL financial requirements Oversight of finance systems project management On time reporting
Manage company legal matters	Matters addressed promptly and effectively as required
Develop external relationships & partnerships and represent UAL	Successful relationships established as required

Provide support to Urban Adventures Partners	Ensure on time payments Provide best practice advice for small business management
Financial Controls & Governance	Develop and document processes and control framework to ensure adherence with Group accounting policy and minimize risk
Cashflow	Monitor and control company cashflow
Additional duties	Any other duties as may be assigned from time to time