



## JOB DESCRIPTION

**Job title:** Finance Manager  
**Department:** oneworld Finance and Administration  
**Reports to:** Sr. Director of Finance and Administration  
**Location:** oneworld Management Company (oMC) headquarters, New York City

***This position is open to member secondment or direct oMC employment***

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Interested candidates should email their resume and cover letter: [jobs@oneworld.com](mailto:jobs@oneworld.com)

Attn: Nick Melfi, Sr. Director of Finance & Administration, **oneworld Alliance**

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### **oneworld Management Company:**

The **oneworld Management Company (oMC)**, based in New York City, USA, provides its member airlines with a small central team of highly skilled and flexible professionals, drawn from the airline industry and other sectors worldwide, to develop, lead and manage alliance activities working with counterparts at all member carriers.

### **Job Objective:**

**oneworld's 'Finance Manager'** is the main contributor for all accounting and finance responsibilities of the **oneworld Management Company (oMC)**. Activities will include the independent undertaking of day-to-day processes needing a methodical and systematic approach alongside more strategic responsibilities such as business case financial analysis. Reporting to the '*Sr. Director of Finance and Administration*', the role is best suited to a highly disciplined and organized self-starter who is comfortable interacting across many levels of the organization. Key responsibilities will support the central management team through:

- Maintenance of the company's internal controls across all financial processes
- Ownership of oMC's core accounting and financial management duties including management and financial reporting
- Reliably executing the operational accounting of **oneworld Management Company** including AP, payroll and collections
- Collaborating across all levels of the business to offer financial analysis and insights when needed

Suitable candidates will possess the following proficiencies:

- Demonstrated ability to understand and execute an internal control framework
- Comfortable in the use of financial metrics, including those used to support strategic decision making (e.g. ROI, NPV)
- Strong planning skills, and ability to independently prioritize work from a number of stakeholders located throughout the globe

- Self-starter with a disciplined approach to achieving results and the ability to build strong relationships
- A master communicator with the ability to explain complex concepts across all levels of the business
- Experience in international markets and work environments is an asset

### **Key Accountabilities:**

- Core accounting and financial management responsibilities:
  - Maintain and own a set of immutable controls across all financial process in collaboration with the *'Sr. Director of Finance and Administration'*. This includes the maintenance and management of oMC's control documentation, including periodic testing of identified key controls
  - Perform the monthly accounting close including preparation of all journal entries, account reconciliations and consolidations
  - Preparation of management and financial reporting, including P&L and balance sheet accounts and periodic cashflow analysis
  - Collaborate with department heads to ensure the accuracy of financial budgets and forecasts, review actual expenditure and proactively identify financial risks and opportunities
  - Act as the main point of contact for oMC's audit processes including the annual financial statement audit and the company's internal audit programme
  - Support the fiduciary accountabilities of the company's 401k plan, including member administration and portfolio reporting
  - Prepare the company's tax provision accounting and support the preparation of company tax returns in relevant jurisdictions
  - Preparation of the company's annual financial report
  - Manage compliance across all areas of finance and tax among all relevant operating jurisdictions
- Accounting operations:
  - Prepare airline billings through the IATA clearing house
  - Collect, review and process purchase requisitions and invoices
  - Support the VP General Counsel and HR by administering employee benefits and leading the through open-enrollment processes
  - Prepare payment runs, payroll and cashflow reporting
  - Manage and perform period audits of the company's register of IT assets
- Other accountabilities:
  - Prepare insightful business case financial analysis pertaining to strategic initiatives
  - Participate on the **oneworld** Audit Committee supporting the preparation of meeting materials
  - Support the preparation of board materials pertaining the finance and budget updates
  - Ensure a cadence of supplier and contract reviews to enable the tracking of renewal deadlines in close cooperation with business owners

- Periodic industry analysis requiring the review of financial statements and other available resources to offer meaningful conclusions to company management
- Assist in the development, review and management of the company's risk assessment framework. Perform periodic testing of the management controls.
- Other ad-hoc requirements as needed

**Skills, experience and qualifications:**

oMC core competencies (see below) plus:

1. University degree required with a major, or concentrated studies in Accounting or Finance
2. Excellent analysis skills are essential
3. Strong written and verbal English skills, including the ability to express complex issues clearly and simply
4. Expert Excel, PowerPoint and Word skills are a must
5. Experience in Microsoft Business Central/ Dynamics 365 will be favorably considered

**oneworld core competencies:**

Suitable candidates for positions at oMC will possess the following core competencies:

- Strong planning and organizational skills, preferably with solid experience in an airline commercial or operational environment
- Excellent team player who enjoys a fast-paced work environment and is comfortable with dynamic objectives in an evolving industry
- Comfort in taking direction and input from many stakeholders, understanding the role is in a central team which provides analytics throughout the alliance's operational functions
- Working within the finance and administration team, be willing to proactively undertake responsibilities as required
- Solid communications skills, which include excellent relationship building capabilities
- Capable of applying a disciplined and methodical approach to work in a complex matrix organizational structure
- Strategic thinker with the capability of simplifying and communicating complex concepts and situations
- Proven experience of working cross-culturally and cross-functionally
- Self-directed and able to meet deadlines with minimal supervision, technically competent to function with minimal administrative support
- Preferred but not mandatory:
  - Multi-lingual capabilities especially Spanish, Japanese, Chinese or Russian

*oneworld offers a great work environment, professional development, challenging careers, and competitive compensation. oneworld is an Equal Opportunity Employer. Employment decisions are*

*made without regard to race, color, religion, national or ethnic origin, gender, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*