



Job Description – Finance Assistant / Accounts Officer

Document Control

Position Title: Finance Assistant / Accounts Officer

Department: Finance and Accounting

Reports To: Finance Manager

Version: 1.0

Job Overview

The Finance Assistant / Accounts Officer provides day-to-day financial and administrative support to ensure the effective operation of Grand Royale Group's accounting processes. This role is responsible for processing invoices, maintaining financial records, reconciling accounts, and assisting with reporting. The position supports compliance with company policies, accounting standards, and financial control procedures.

Key Responsibilities

Accounts Payable & Receivable

- Process supplier invoices, purchase orders, and staff reimbursements accurately and promptly.
- Monitor outstanding payments and follow up on overdue accounts.
- Prepare and issue invoices for clients, tenants, or event bookings.
- Reconcile supplier statements and ensure timely payments.

Banking & Reconciliation

- Assist with daily bank reconciliations and transaction recording.
- Reconcile petty cash, credit cards, and point-of-sale systems.
- Support financial audits and provide required documentation.
- Ensure compliance with internal financial control procedures.





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Reporting & Analysis

- Assist in preparing monthly and quarterly financial reports.
- Maintain spreadsheets and financial records for management review.
- Support budget tracking and expense monitoring.
- Provide data for financial forecasting and variance analysis.

Administrative & Compliance Support

- Maintain accurate filing systems for invoices, receipts, and financial documents.
- Ensure adherence to accounting principles and taxation regulations.
- Support compliance with ATO, payroll, and superannuation requirements.
- Provide administrative support to the Finance Manager and wider team.

Qualifications and Experience

- Certificate IV or Diploma in Accounting, Finance, or Business Administration.
- Minimum 2 years' experience in accounts or finance support roles.
- Knowledge of MYOB, Xero, or similar accounting software.
- Understanding of GST, BAS, and general ledger reconciliation.
- Strong numerical accuracy and data entry skills.

Skills and Competencies

- Excellent attention to detail and accuracy.
- Strong organisational and multitasking abilities.
- Effective communication and teamwork.
- Sound understanding of accounting and financial procedures.
- High level of integrity and confidentiality.

Working Conditions

This is a full-time office-based position located at Grand Royale Group's head office in Gold Coast, Queensland. Occasional travel to property sites may be required for audits or financial reviews.





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Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial transactions.
- Compliance with accounting policies and reporting standards.
- Efficiency in invoice and reconciliation processing.
- Support for audit and compliance readiness.
- Contribution to overall financial team objectives.

Company Values and Culture

Grand Royale Group promotes financial integrity, accuracy, and transparency across its operations. The organisation encourages teamwork, accountability, and continuous improvement in all financial processes.

Career Path

This position offers career advancement into roles such as Senior Accounts Officer, Assistant Accountant, or Finance Manager within Grand Royale Group or other hospitality enterprises.

