



Job Description – Finance Manager

Document Control

Position Title: Finance Manager

Department: Finance and Accounting

Reports To: Chief Financial Officer (CFO)

Version: 1.0

Job Overview

The Finance Manager is responsible for overseeing financial planning, budgeting, reporting, and compliance across Grand Royale Group's hospitality operations. This role ensures the accuracy, integrity, and transparency of financial data and supports strategic decision-making through effective financial analysis. The Finance Manager works closely with department heads to manage financial performance, maintain internal controls, and uphold Australian accounting standards.

Key Responsibilities

Financial Planning & Reporting

- Prepare monthly, quarterly, and annual financial reports for executive review.
- Lead budgeting and forecasting processes in alignment with operational goals.
- Monitor and analyse financial performance across departments and business units.
- Provide insights and recommendations to improve profitability and cost efficiency.





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Accounting & Compliance

- Oversee accounts payable, receivable, payroll, and general ledger operations.
- Ensure compliance with Australian Accounting Standards and relevant tax legislation.
- Coordinate annual audits and manage relationships with external auditors.
- Maintain effective internal controls and risk management frameworks.

Cash Flow & Asset Management

- Manage cash flow, working capital, and financial liquidity.
- Monitor and report on capital expenditure and asset utilisation.
- Support investment analysis and property asset management strategies.
- Oversee treasury and banking activities for the Group.

Collaboration & Strategic Support

- Partner with department heads to align financial performance with business objectives.
- Provide financial modelling and scenario analysis to support key decisions.
- Collaborate with Operations and HR to manage payroll, staffing budgets, and labour costs.
- Support the CFO in developing long-term financial strategies and policies.

Team Leadership & Development

- Supervise and mentor finance officers and accounting staff.
- Ensure ongoing staff development and adherence to professional standards.
- Promote collaboration, accuracy, and accountability within the finance team.
- Lead by example in ethical and transparent financial management.





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Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or Commerce (mandatory).
- CPA or CA qualification preferred.
- Minimum 7 years' experience in financial management, ideally within hospitality or multi-site operations.
- Strong understanding of budgeting, reporting, and compliance processes.
- Experience with accounting software and ERP systems.

Skills and Competencies

- Strong financial and analytical acumen.
- Excellent attention to detail and accuracy.
- Leadership, communication, and stakeholder engagement skills.
- Proficiency in financial modelling and Microsoft Excel.
- Sound understanding of taxation, compliance, and audit requirements.

Working Conditions

This is a full-time position based at Grand Royale Group's head office in Gold Coast, Queensland. The role involves close collaboration with multiple departments and may require occasional travel to property sites for audits or financial reviews.

Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial reporting.
- Budget adherence and cost control effectiveness.
- Audit and compliance outcomes.
- Staff performance and professional development.
- Contribution to profitability and strategic decision-making.

Company Values and Culture

Grand Royale Group upholds integrity, accountability, and excellence in financial management. The organisation values transparency, collaboration, and continuous improvement in supporting its strategic growth and operational success.





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Career Path

This role provides career progression opportunities into senior financial leadership positions such as Chief Financial Officer or Group Financial Controller within Grand Royale Group or the broader hospitality and corporate sectors.

