



Job Description – Finance and Accounting Intern

Document Control

Position Title: Finance and Accounting Intern

Department: Finance and Accounting

Reports To: Finance Manager / Head of Finance and Accounting

Version: 1.0

Job Overview

The Finance and Accounting Intern provides administrative and analytical support to the finance team, assisting with bookkeeping, reporting, and compliance processes across Grand Royale Group's hospitality operations. This entry-level role offers practical exposure to financial management, accounting systems, and internal control practices within a professional hospitality environment.

Key Responsibilities

Financial Administration

- Assist with data entry for accounts payable and receivable transactions.
- Support reconciliation of invoices, receipts, and bank statements.
- Maintain accurate and organised financial records.
- Assist in preparing purchase orders and expense reports.

Reporting and Analysis

- Help prepare monthly financial summaries and variance reports.
- Assist with cash flow forecasting and budget tracking.
- Compile financial data for internal audits and management reports.
- Support accuracy checks and identify discrepancies for correction.

Compliance and Audit Support

- Ensure transactions comply with company financial policies and procedures.
- Assist in document preparation for external audits and tax lodgments.
- Maintain confidentiality and data protection in financial operations.
- Learn and apply basic accounting standards and hospitality compliance rules.





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Learning and Collaboration

- Participate in finance team meetings and training sessions.
- Learn to use accounting software (Xero, MYOB, or similar).
- Collaborate with procurement and operations teams for invoice verification.
- Apply feedback from supervisors to improve accuracy and reporting quality.

Qualifications and Experience

- Currently studying or recently completed a Certificate IV,
 - Diploma, or Bachelor's degree in Accounting, Finance, or Business.
 - Basic understanding of accounting principles and financial reporting.
 - Strong attention to detail and numerical accuracy.
 - Proficiency in Microsoft Excel and Office Suite.
- Prior office or finance experience (preferred but not required).

Skills and Competencies

- Analytical thinking and attention to detail.
- Excellent organisational and time management skills.
- Strong teamwork and communication abilities.
- High ethical standards and confidentiality.
- Ability to follow instructions and meet deadlines consistently.

Working Conditions

This internship is based at Grand Royale Group's head office in Gold Coast, Queensland. The role follows standard business hours, with flexibility during reporting or audit periods. The position involves computer-based work, data entry, and coordination with internal departments.

Key Performance Indicators (KPIs)

- Data Entry Accuracy Rate (target: $\geq 98\%$).
- Reconciliation Accuracy and Timeliness (target: 100% by reporting deadlines).
- Report Preparation and Submission Timeliness (target: 100% on schedule).
- Compliance and Audit Readiness (target: 100%).
- Error Rate in Financial Documentation (target: $\leq 2\%$).
- Supervisor Feedback Rating (target: $\geq 90\%$).





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Company Values and Culture

Grand Royale Group values integrity, accountability, and professionalism in all financial operations. The organisation promotes a culture of transparency and continuous learning, where interns are encouraged to develop practical skills in financial accuracy and compliance.

Career Path

This internship provides opportunities for progression into roles such as Finance Assistant, Accounts Officer, or Junior Accountant within Grand Royale Group or other leading hospitality organisations.

