



Job Description Head of Finance and Accounting

Document Control

Position Title: Head of Finance and Accounting

Department: Finance and Accounting

Reports To: Chief Financial Officer (CFO)

Version: 1.0

Job Overview

The Head of Finance and Accounting is responsible for overseeing all financial operations of Grand Royale Group, ensuring accuracy, compliance, and fiscal responsibility across the organisation. This role provides leadership in budgeting, forecasting, financial analysis, and reporting, while supporting strategic decision-making to drive profitability and sustainable growth. The position requires strong financial acumen, leadership, and attention to detail to maintain financial integrity across all hospitality operations.

Key Responsibilities

Financial Management & Reporting

- Oversee day-to-day financial operations including accounts payable, receivable, payroll, and general ledger.
- Prepare monthly, quarterly, and annual financial statements and management reports.
- Ensure compliance with Australian Accounting Standards and regulatory requirements.
- Monitor cash flow, budgets, and financial performance across business units.





Strategic Planning & Budgeting

- Lead the preparation of annual budgets and financial forecasts.
- Provide financial insights and analysis to support executive decision-making.
- Evaluate investment opportunities and capital expenditure proposals.
- Advise senior management on financial risks and strategic growth initiatives.

Audit & Compliance Oversight

- Manage internal and external audits in line with compliance requirements.
- Ensure adherence to tax regulations, superannuation, and payroll obligations.
- Maintain robust internal controls and financial governance frameworks.
- Liaise with auditors, tax consultants, and regulatory authorities.

Leadership & Team Development

- Lead and mentor the finance and accounting team across multiple business units.
- Promote professional development, accuracy, and accountability within the department.
- Collaborate with other department heads to align financial and operational goals.
- Foster a culture of transparency, efficiency, and continuous improvement.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or Commerce (CPA/CA qualification preferred).
- Minimum 7–10 years' experience in financial management, preferably in hospitality or service sectors.
- Demonstrated expertise in budgeting, forecasting, and financial reporting.
- Strong understanding of tax, compliance, and corporate governance requirements.
- Proven ability to lead cross-functional finance teams.





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Skills and Competencies

- Advanced financial analysis and problem-solving abilities.
- Excellent leadership and communication skills.
- High attention to accuracy and detail.
- Strategic thinking with commercial awareness.
- Proficiency in accounting systems such as Xero, MYOB, or SAP.

Working Conditions

This is a full-time senior leadership position based at Grand Royale Group's head office in Gold Coast, Queensland. Periodic travel to properties and hospitality venues may be required to support financial audits and reviews.

Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial reporting.
- Compliance with regulatory and audit standards.
- Achievement of budgetary and financial targets.
- Efficiency in financial operations and resource allocation.
- Team development and cross-departmental collaboration.

Company Values and Culture

Grand Royale Group values integrity, transparency, and excellence in financial management. The organisation fosters a culture of accountability, innovation, and collaboration to ensure long-term business sustainability.

Career Path

This position provides opportunities for career progression into executive finance leadership roles such as Chief Financial Officer (CFO) or Director of Finance within Grand Royale Group or the broader hospitality industry.

