



Chateau Elan at The Vintage is an internationally acclaimed Hotel which has been awarded Gold in the Luxury Accommodation category in the NSW Tourism Awards; is one of Australia's largest day spas and offers 100 luxurious suites and villas.

Why not take a walk through our website, [www.thevintage.com.au](http://www.thevintage.com.au) for an overall view of the Resort?

The Vintage is currently seeking a reliable Assistant Finance Manager to join our Finance team in the New Year.

**Key Responsibilities:**

- Prepare accounting reports of Sunflower Investment Holding Private Limited, Cedar Australia International Limited and Sunshine Valley Trust (asset holding company)
- Prepare monthly P&L report required by SID, for instance, monthly finance analysis and finance report etc.
- Submit reports to SID or Head Office after approval from general manager is sought.
- Assist Finance Manager and General Manager with the process of annual Finance Audit.
- Assist Finance Manager to oversee operation of Finance department.
- Oversee the timely and accurate reporting of Daily Revenue Reports
- Oversee the time production of Weekly Revenue Vs Wages analysis
- Preparation of various Management Reports used for improved productivity & internal control.
- Work with all other staff members to ensure compliance and regular reporting, cash management, banking and Debtors Collections
- Oversee the AP Payments function and prepare all ANZ Payment Batches for approval by signatories.
- Ensure that all relevant costs such as Electricity Gas Water etc are charged on to Vintage Property Owners.
- Act as a mentor to other staff members to guide their development and troubleshoot when they may have issues.
- Others task and assignment allocated by Finance Manager and General Manager.
- Involvement in fixed assets management, income audit system, capital expenditure reports

Please submit your application, including a **current resume'** and a **covering letter** to [hassistant@thevintage.com.au](mailto:hassistant@thevintage.com.au)

*We appreciate the time you have taken to apply for this role, along with the effort that goes into submitting an application, however only those applicants successful in gaining an interview will be contacted. Thank you for your understanding with this decision.*