



## Seeking Enthusiastic Accountant

**The Vintage Golf Resort and Spa** is the spectacular setting for our award winning golf course (designed by Greg Norman) and the internationally acclaimed hotel, **Chateau Elan** at The Vintage 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. We are located in the Hunter Valley, Australia's oldest wine region.

We currently have a great opportunity for an Accountant to join our team.

**Successful applicants must possess the following skills and attributes:**

**The general duties of this role include:**

- Reconciliation of bank statements
- Assist in the monitoring of cash flow management
- Balance
- Oversees daily revenue audits for the Golf, F & B & Functions Operations
- Oversee the entry and payment of accounts payable and accounts receivable
- Report financial information to management
- Posts journal entries to general ledger
- Monthly reconciliation of accounts
- Assist the Department Managers with monitoring progress against budgets.
- Assist in the preparation of the annual budget
- Maintain company Asset register
- Company representative for all audit and insurance matters
- Compile reports required for financial management meetings
- In the absence of Manager attend financial management meetings in the function of minute taker.
- Liaise with Business Banking representation & cash collection services on request
- Customer service and concerns with diplomacy
- Complete daily banking in absence of Accounts team members

**Preferred applicants will also meet the following essential criteria:**

- Knowledge of Golf Course operations is desirable (but not necessary)
- Experience within a 4 ½ - 5 star Australian hotel environment
- Hospitality Degree

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

*We appreciate the time and effort you have taken to apply for this role, we will contact you if you are successful in gaining an interview.*