



MANTARAYS

NINGALOO BEACH RESORT

Finance Officer / Bookkeeper

Mantarays Ningaloo Beach Resort is seeking a Finance Officer / Bookkeeper to work with the Accounts Clerk in the Back Office of the resort. We are keen to source an experienced local person, with recent and relevant work history, who can commence work within the next 4 weeks to enable a suitable handover from the current incumbent.

The person we require needs to be honest, reliable, able to maintain strict confidentiality, have proven time management skills and strong attention to detail in relation to all financial duties and tasks. They must be able to multi-task, work efficiently, be systems orientated, computer literate with accounting software packages and have excellent communication skills to report financial data and information to a range of internal and external customers.

The duties and responsibilities include the following areas:

- Conduct weekly Payroll for all employees of the resort every Wednesday.
- Preparation and submission of company BAS (Quarterly).
- Tax Management – including monthly Payroll Tax & PAYG.
- Financial Reporting – produce a range of reports to Company Directors and onsite Management Team on an as required basis (including Cash flow Forecasts & Variance Analysis). Detailed annual reporting for EOFY for submission to the Accountant.
- Specific banking and reconciliation tasks, relevant to the role.
- Auditing and checking all imported data/reports from the property management system (OPERA/PMS) to the accounting system (SAGE) and ensuring accurate allocations and checking Trial Balance of 3 ledgers. Being with Point of Contact for all queries associated with financial matters.
- Work closely with the Accounts Clerk and provide financial advice and direction as required. Complete Accounts payable & receivable and other financial tasks related to different company entities.

Mantarays Ningaloo Beach Resort currently uses the following software packages and experience would be an advantage, but not a prerequisite:

- Sage 300 (Accounting)
- Opera (Property Management System)
- Wage Easy (Payroll System)

These duties currently take between 15-20 hours per week, however in the initial time while becoming familiar with the systems and training it could take longer. There is some flexibility in the days of week that these hours could be worked but there needs to be an overlap with the current Accounts Clerk who works on a Monday & Wednesday and consideration for the needs of the business, as we would also like to establish a regular routine for consistency, workflow and contact reasons.

If you are interested in this position please forward a detailed resume and covering letter to Tristan Jahme, General Manager, via: genmgr@mantaraysningalooresort.com.au by 10th March 2019.