

## Position: Financial Analyst

### Position objective:

This is a highly diverse and challenging role for a candidate with excellent analytical skills. Primarily responsible for the analysis and reporting of our network of hotels, you will be closely involved in the expense and revenue management. You will be based in our Norwood office, reporting directly to the Director of Finance and the CEO. 1834 Hotels is a hotel management company responsible for the management of over 20 hotels throughout Australia; including budget to 5 star, CBD and regional, large and boutique. This position would primarily be responsible for the analytical support of one of our key clients Elanor Investors Group, which is a Sydney based, listed fund management company. Through this role you will gain an excellent understanding of the hotel industry and be involved in key decision making and the future direction of our network.

### Key responsibilities:

#### General

- Manage the P&Ls, including forecasting, variance analysis and other ad hoc reporting
- Development and implementation of daily, weekly and monthly reporting via Qlikview
- Development and implementation of departmental reports and other ad hoc reports via Qlikview
- Assist the Director of Finance to ensure timely and accurate preparation of weekly Cash Flow forecasts, monthly Depreciation Schedule and Stock Inventory
- Maintaining relationships with external stakeholders and advisors
- Financial planning and analysis, budgeting and other adhoc reporting to support the CFO
- Develop, implement and maintain accounting policies and procedures in-line with the appropriate accounting standards and corporate policies
- Provide support to the Elanor Investor Group with timely and accurate financial reports and analysis
- Provide monthly financial information through the Accor online reporting system

#### Budgets and Management Reporting

- Assist with the review and reconciliation of management reports and provide analysis against business plan and budget
- Assist the Director of Finance to coordinate, analyse and report the financial performance to the 1834 Hotels Chief Executive Officer, Various Board of Directors, owners and stakeholders and Property Managers (financial performance, projections and other special projects)
- Automate reporting via Qlikview to show cash flow projections
- Preparation of reports from Qlikview as required
- Develop and monitor financial reporting systems, ensuring an accurate and streamlined process
- Provision of management reports and monthly budget updates to the Elanor Investors Group

### Financial Processing

- Automate regular creditor reports as required from Qlik via MYOB (Elanor Investors Group)
- Automate the reporting of debtors as required, ensuring accurate recording
- Automate Departmental Reports across the group

### Planning & Development

- Identify areas of financial management improvement for all of the properties and work with Property Managers to implement change

### **Organisational Relationship:**

Reporting directly to the 1834 Hotels Director of Finance & CEO

Working closely with;

1834 Hotels Executive Management Team

Elanor Investors Group

The Property Managers

Owner / stakeholders

The accounts team at 1834 Hotels

### **Extent of Authority:**

Responsible for overall development and direction of the implementation of Qlikview as a reporting tool.

Authority and expectation to use your initiative in relation to all aspects of your role as outlined in the position description

### **About you:**

Hold an Economics/ Commerce or IT degree

Ideally CA/ CPA qualified or working towards

Have 3 - 5 years experience in accounting and finance

Demonstrable written and verbal communication skills

Able to work with initiative and independence

Excellent analysis/ problem solving skills

Strong time management and the ability to multi-task

Experience in the Hotel industry viewed favorably

A track record of improving systems and processes is highly regarded.

The ability to create Qlikview reports or have a strong background operating with business intelligence or other information systems highly regarded.

### **Other Requirements:**

Requirement for some regional and interstate travel with overnight stays.