



THE ROYAL PORTFOLIO

At The Royal Portfolio we are passionate about our guest experience. In order to achieve our Purpose we seek to employ exceptional individuals whose personalities reflect our Purpose & Values.

PURPOSE & VALUES

To give our guests a complete experience & a perfect stay

GUESTS

- To be welcoming, genuine & warm
- To provide value & superior, personalized service
- To create an environment of relaxation & enjoyment

STAFF

- To have a culture of mutual respect, trust & integrity
- To recognize, reward & uplift
- To have passionate & expert staff

COMPANY

- To be financially sustainable
- To uplift local communities
- To promote conservation & protect the environment

ABOUT THE ROYAL PORTFOLIO

The Royal Portfolio is a collection of luxury hotels in iconic South African destinations including Royal Malewane in the Greater Kruger National Park, Birkenhead House in the whale watching paradise of Hermanus, La Residence in Franschhoek and The Silo Hotel in a converted grain silo in Cape Town's V&A Waterfront.

ACCOUNTANT HEAD OFFICE - CAPE TOWN

SCOPE & GENERAL PURPOSE

Due to the growth of The Royal Portfolio, a newly created and exciting opportunity for a suitably qualified and experienced Accountant is currently available at The Royal Portfolio Head Office in Claremont, Cape Town.

Working closely with the Group Financial Manager & Property Financial Controllers, the Head Office Accountant's role is to provide comprehensive financial accounting & reporting for The Royal Portfolio Head Office, which includes Sales & Marketing, the Central Reservations team & Group HQ divisions. The accountant will also assist the Debtors Controller in the fulfillment of her responsibilities.

It is envisaged that in time, the Head Office accountant will also provide the full accounting for the various property-owning companies within the Group & will ultimately evolve further over time.

The Accountant will also be responsible, where applicable, for ensuring compliance with all regulatory requirements, preparing all monthly, quarterly and yearly financial reports and co-ordination of the annual budgets for the relevant legal entities.

MAIN DUTIES & RESPONSIBILITIES

- Overall responsibility for the full accounting function for the Royal Portfolio Head Office & TRP Travel, including the production of the monthly & quarterly Management Accounts pack. Full variance analysis between actual & budgeted figures to be provided.
- Provide support to the Group Financial Manager & to be an integral member of the Group's Finance team.
- Reconciling of all including inter-company loan accounts with property Financial Controllers
- Preparation & collation of the annual budget in conjunction with the Group FM.
- Overseeing the financial year-end audit process & compilation of audit files as required by the auditors, so as to ensure that a clean audit report is obtained.
- Processing of all monthly journals in the accounting systems eg: payroll, petty cash, credit cards etc.
- Capturing of all supplier invoices into Accounting system
- Preparation & reconciliation of all monthly statutory SARS returns (eg: VAT, PAYE), ensuring payments are made accurately & within set deadlines.



THE ROYAL PORTFOLIO

It is important that the candidate is able to work as part of a team and is a good cultural fit for The Royal Portfolio.

South African citizenship is advantageous. A valid work permit is essential if you are not in possession of a South African ID document.

CONNECT



To apply for this position please send your CV and a one page covering letter to:
estelle@trp.travel

ACCOUNTANT HEAD OFFICE - CAPE TOWN

MAIN DUTIES & RESPONSIBILITIES

- Checking & verifying of all weekly & monthly payments on Standard Bank Business Online system (BOL). Also to ensure that all new supplier banking details are properly verified.
- Work closely with & to assist the Group's Debtors Controller & Reservations Manager to follow up on all outstanding debtors or queries.
- Work with Head Office colleagues to ensure that group inventories are accurately recorded in offsite storage locations eg: wines & furniture/fittings
- Analysis & regular follow up of all group prepayments
- Vetting of all new supplier accounts
- Monthly sign off & capture of Head Office petty cash reconciliations
- Monthly capture, preparation & distribution of Head Office credit card expense schedule to relevant personnel for authorization & allocation.
- Ad-hoc projects & duties from time to time as requested by Group Financial Manager / owners

REQUIREMENTS & QUALIFICATIONS

- Previous hotel / hospitality industry experience preferred
- 3 - 5 Years' experience in a similar role
- Diploma / degree (Finance)
- Knowledge of Opera PMS; Sage Evolution; Pastel Partner; MS Office
- High numeracy and sound technical skills
- Problem-solving skills and initiative
- Strong attention to detail
- Good time management skills and the ability to prioritise efficiently
- Ability to adapt to a newly created position & to create new processes & systems where applicable
- Ability to meet deadlines & work under pressure

WWW.THEROYALPORTFOLIO.COM