



Glenworth Valley Services P/L ABN: 95 002 589 362 T/A Glenworth Valley Outdoor Adventures

OUTDOOR ADVENTURE EXPERIENCES | CAMPING & ACCOMMODATION | AGISTMENT | EVENTS

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Thank you for enquiring about our **Financial Accountant role** at Glenworth Valley Wilderness Adventures (GVWA), Australia's largest horse riding and wilderness adventure centre. This is a flexible hybrid role with some work from home and office days available that also allows for flexibility around days, hours and times of work. We are looking for either a full time, 40 hours per week or part time 32 hours per week candidate.

About the business

GVWA is a diverse, multi-award winning business specialising in adventure tourism activities such as horse riding, kayaking, quad biking, abseiling, laser skirmish and corporate team building activities. We also offer camping and horse agistment services as well as corporate and wedding functions and deluxe eco accommodation to our range of experiences available on our 3000 acre wilderness property. We have been a family run business for more than 50 years and employ a passionate team of 40 full time and approximately 80-100 part time and casual staff.

Why do people love working at Glenworth Valley?

Employment at Glenworth Valley makes for a great lifestyle and ideal work environment due to the magnificent natural scenery, the fun and enjoyable services we offer our customers and the amazing, friendly team of people you will be working with. Glenworth Valley is located only 4 kilometres off the M1 Motorway, 15 minutes from Gosford. To familiarise yourself with the nature of our businesses, please visit www.glenworth.com.au

Purpose of the Role

Carry out a broad range of high level financial accounting functions by methodically and meticulously managing and analysing financial data to enable the business to maximise financial performance, meet our statutory compliance requirements, and make data driven critical business decisions about our future strategic direction. This includes accounts payable and receivable, reconciling, invoicing, management reporting, payroll, horse agistment accounts and a variety of other general bookkeeping and administrative tasks.

Who we are looking for

Due to strong growth and diversification of our business activities, we are looking for an outstanding and experienced financial Accountant with a thorough understanding of accounting principles, exceptional analytical skills, meticulous attention to detail and the ability to work collaboratively within a team. Ideally you will have minimum of 5 years' experience in a similar role. We are seeking a candidate with the skills, drive and potential to eventually transition into the role of Finance Manager.

All applicants must be **non smoking** and will be assessed using the answers provided in the GV application form and against the list of key result areas in the position description.

Rates of pay

The successful applicant will be rewarded with an annual salary of \$84,774 - \$111,500 inc super, Pro Rata subject to the candidates experience and qualifications.

Best of all you will be joining a high-quality, well-established business operating in a satisfying and rewarding role. All rates are before tax and annual pay increases will be based upon the successful achievement of all the requirements of the position description.

Hours of work

This is a full time 40 hour per week or Part time 32 hour per week to suit applicants availability. The typical hours of employment are extremely flexible with a mix of work from home days available.

What to do next

Please fill out the application form enclosed and return it and your resume ASAP via email to employment@glenworth.com.au. If your initial application is successful, we will contact you to arrange an interview. Once again, thank you for your enquiry.

Position Description

Title:	Financial Accountant
Reports to:	Finance Manager
Direct reports:	N/A
Hours:	This is a full time 40 hour per week or Part time 32 hour per week to suit applicants availability. The typical hours of employment are extremely flexible with a mix of work from home days available.
Breaks:	30 minutes unpaid lunch
Last Updated:	January 2025
Award:	Awardless

GLENWORTH VALLEY WILDERNESS ADVENTURES

Our Mission	To provide exceptional experiences sustainably by connecting people through our spectacular wilderness
Our Vision	To be Australia's leading provider of outstanding wilderness experiences.
Purpose of the role	This role focuses on enhancing Glenworth Valley's online presence through organic social media management, content creation, and digital insights, whilst supporting SEO, SEM and eDM activities. The Marketing Coordinator will be instrumental in creating engaging content, maintaining our online voice, increasing awareness and website visitation, and providing insights to drive customer engagement.

Key Result Areas

Accounts payable and Receivable	<ul style="list-style-type: none"> • Ensure correct coding and data entry of Creditor's invoices. • Administration of creditors accounts, inputting creditor's invoices, reconciliation of creditor's invoices against statements, preparation and payment of monthly and 7 day creditors accounts • Administration of Debtors accounts including allocation of payments Invoicing events, weddings, tour companies etc • Liaising with Agistment Manager in regard to updating agistment account changes and account enquiries. • Keeping accounts receivable within agreed trading terms • Reconciling of event bookings and payments • Conducting daily banking activities • Reconciling reports to third-party records such as bank statements and loan accounts
Financial and management Accounting	<ul style="list-style-type: none"> • Preparation of all statutory accounting requirements including but not limited to annual tax returns, quarterly BAS compliance and monthly PAYG for the Glenworth group companies. • Assist in develop systems and processes that streamline, manage, and address the strategic financial management needs of the business • Liaising with our external tax consultants for specialist advice and to assist them with the preparation of our annual tax returns • Financial management of the balance sheet, general ledger and bank loans to a high standard • Preparation of high-quality finance reports, budgets, cash flow projections etc in a timely manner to enable the business to make proactive critical management decisions that maximise financial performance and long-term success of the business • Assist senior management to review potential business expansion opportunities. • Budgeting, forecasting, and reporting ie P&L, cash flow and departmental finance reports, KPI's • Advising on strategic long term business and financial planning issues and needs of the business • Continuous improvement of all financial management procedures
Payroll	<ul style="list-style-type: none"> • Setting up and maintenance of employee files • Ensuring all payroll transactions are processed efficiently and in accordance with employment contracts, awards, and the Fair Work Act.

- Reconciling and payment of payroll liabilities including payroll tax and superannuation.
- Collecting and calculating data to maintain and update payroll information
- Conducting internal audits as to wage reviews
- Compiling and reporting summaries of earnings, taxes, deductions, leave, and non-taxable wages
- Resolving payroll discrepancies
- Maintaining payroll operations by following policies and procedures
- Reconciling instructor invoices against booking system customer manifests

Administrative support

- Attend to all correspondence in a prompt and courteous manner
- Financial record maintenance and data entry
- Petty Cash Journal entry
- Third party reporting
- Oversee monthly stock taking and POS support
- System and process management

Position Qualities, Skills and General Requirements

Key Behaviours

Attention to Detail- Ensures accuracy in financial records, reconciliations, and reporting to prevent errors and maintain compliance.

Communication Skills – Takes the initiative to collaborate and communicate accurate, up to date instructions and information to team members. Expresses thoughts clearly both verbally and in writing. Listens and understands others.

Time Management and Prioritization- Effectively balances competing deadlines, manages workloads, and ensures timely delivery of financial reports and tasks.

Technical Proficiency – Demonstrates the appropriate level of proficiency in the principles and practices of one's field

Initiative – Actively seeks opportunities to add value and make a contribution rather than passively accepting situations.

Essential Qualities and Skills

- Exceptional attention to detail
- Highly productive, organised and ability to manage competing priorities whilst maintaining exceptional attention to detail
- At least 5 years previous relevant experience in a similar role.
- Tertiary qualifications in Accounting, Finance, Commerce or equivalent.
- Competent with PCs, particularly in an accounting software package such as MYOB or QuickBooks, Excel, Word & Outlook
- Advanced level of communication and interpersonal skills and a positive attitude to providing exceptional customer service.
- Excellent problem-solving ability and initiative
- Someone who is happy, enthusiastic and enjoys working with a friendly team of people in a fun environment and who can also work autonomously

Desirable qualities and skills

- Experience using online reservation/booking systems
- Knowledge and understanding of the tourism, travel, hospitality, or similar industries
- Proficient with MYOB
- Skills, drive and potential to eventually transition into the role of Finance Manager

General Requirements

- Must be available to work full time and during school holidays
- Own transport
- Work as directed
- Glenworth Valley is a non-smoking work environment