

Accountant



The Trustee for Bao Phan Family Trust

Trading as VN Wrap & Roll

VN Wrap & Roll's story began with a simple goal, to perfect the Banh Mi and its numerous fillings inside. With a background in hospitality and a passion for spreading the joy of amazing food, VN Wrap & Roll and its founder put into practice years of hospitality and refined recipes to open the doors of its first store in 2010 in Sunshine, Victoria.

Combining the palate of Western cuisines with the freshness and tantalising textures of Vietnamese cuisine, VN Wrap & Roll is able to offer their beloved customers fresh Banh Mi, Pho with a broth that is prepared overnight, healthy Vermicelli Salads and vegan/vegetarian options that are easily prepared while maintaining the distinct VN Wrap & Roll taste.

As a result of the continued growth and expansion, we are seeking for an Accountant.

This role will suit a highly motivated individual who is friendly and reliable, has strong communication and organisational skills, attention to detail and has demonstrated ability working autonomously and in a team. A can do attitude and hands-on approach is essential with retail or hospitality experience highly regarded in this role.

Key responsibilities

Reporting to the Director, your duties in this role will include, but are not limited to:

- Preparation of the P&L, balance sheets & cash flow for presentation to boards of directors and management;
- Preparation of consolidated monthly management report including journal entries, reconciliations and overhead costing analysis;
- Preparation of BAS and income tax return;
- Management of accounts receivable and accounts payable process;
- Controlling the budgeting process and control cash flow by monitoring accounts receivables and payable;
- Maintaining the general ledger;
- Processing staff time sheets, maintaining payroll including leave entitlements and analysis, and reporting through STP, assist payroll with internal and external payroll reporting duties;
- Management and analysis of operating costs and organisations' income and expenditure
- Providing assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements;
- Continuous improvement of internal processes and procedures of the company management system.

Skills and experience

- Possession of qualifications in Accounting, Finance, Business and/or Economics;
- 3-5 years experience in accounting and financing including significant experience in financial analysis, preparing monthly reports, BAS returns, Budgets and Cash Projections;
- Ideally have a proven track record working in a fast-paced environment (Retail or Hospitality);
- Proven Financial reporting experience;
- Enthusiastic and motivated to improve process;
- Proficient level of Excel skills preferred but not essential;
- Excellent verbal and written communication skills, especially in Vietnamese and Chinese

Annual package salary from \$60k-\$70k plus Super. Please email your CV (with references) to bao@vnwrapnroll.com.au. Applications till 30th December 2020.