



Financial Controller

Job Description

Department: Administration

Reports To: General Manager

Location: Killeen Castle, Dunsany, Co. Meath

Employment Type: Full-Time

Salary: Competitive, commensurate with experience

Role Overview

Killeen Castle is seeking an experienced Hotel Financial Controller to take on the responsibility for ensuring accurate financial reporting, managing cash flow, and supporting management in achieving financial targets.

The successful candidate will lead all accounting functions & operations, oversee an evolving business currently turning over approximately €4 million annually, and play a key role in driving financial planning and robust control systems across the property.

Key Responsibilities

Financial Reporting & Analysis

- Prepare and present monthly, quarterly, and annual financial statements.
- Produce timely monthly Profit & Loss reports and assist in the preparation of management accounts.
- Conduct detailed variance analysis and performance reviews alongside department heads, comparing actual performance against budget and forecast.

Accounting Operations

- Oversee all day-to-day accounting activities including accounts payable, bank reconciliations, revenue posting, and general ledger maintenance.
- Manage and monitor accounts payable to ensure accurate vendor records and timely payments.
- Complete VAT returns and ensure all statutory and fiduciary submissions are accurate and compliant with regulatory timelines.
- Manage weekly and monthly payroll cycles, coordinating with the resort's outsourced payroll provider, and ensuring all data is prepared and submitted correctly.



Financial Planning, Controls & Governance

- Manage the annual budgeting process in collaboration with department heads, supporting the creation of clear financial plans.
- Prepare and update rolling monthly cash flow forecasts, monitoring liquidity, working capital, and financial risk.
- Implement and review internal control systems to safeguard company assets, strengthen financial processes, and mitigate fraud or financial misstatements.
- Support the development of financial models, business cases, and long-term forecasts to guide operational and capital planning.

Business Support & Leadership

- Assist with end-of-year processes, working closely with external auditors as required.
 - Develop strong working relationships with department teams, offering guidance and ensuring compliance with financial policies across the resort.
 - Contribute proactively to the continued evolution and growth trajectory of Killeen Castle.
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Qualifications & Experience

- Minimum **3 years' experience** in a medium-sized business, preferably within hotel, hospitality, or resort financial control.
 - Strong working knowledge of hotel accounting systems and hospitality financial processes.
 - Proficiency with accounting software, reporting tools, and Excel.
 - Strong analytical skills, accuracy, and attention to detail.
 - Ability to manage multiple deadlines in a dynamic operational environment.
 - A positive, solutions-focused attitude with excellent communication skills.
 - Team-oriented approach, with a genuine passion for high standards of financial control and business performance.
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Personal Attributes

- Professional, discreet, and highly organised.
 - Strong problem-solving ability with a commercial mindset.
 - Collaborative, approachable, and able to build trust across teams.
 - Proactive and adaptable, with the ability to anticipate needs in a changing business environment.
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To apply: Please send your CV and a short cover email outlining your suitability for the role to hr@killeencastle.com . Applications will be reviewed on an ongoing basis until the position is filled.