

About Coral & Coco

Coral & Coco is the largest hospitality and property management company in Curaçao. With brands such as Coral Estate Luxury Resort, Coral Estate Holidays, The Reef, The Cape and The Reef Car Rental under our umbrella, we manage high-end villas, holiday homes, resorts, and guest services in prime locations across Curaçao.

We currently have an open position for a Finance Manager. Are you the professional we're looking for to join our team? If you're interested, we'd love to hear from you!



Head of Finance

What will I be doing?

As Head of Administration & Finance, you will be responsible for managing and optimizing all administrative and financial processes within Coral & Coco and its associated brands. You will oversee invoicing and debtor-creditor administration, lead a dedicated back-office team (4.5FTE), coordinate day-to-day transactions and administrative tasks, and ensure accurate financial handling and reporting to management. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Oversee and coordinate daily administrative & financial operations of all Coral & Coco brands.
- Supervise and support a dedicated administration team.
- Ensure smooth communication between the departments.
- Support in optimizing workflows, implementing procedures, and improving overall efficiency.
- Supports an accounting department by handling bookkeeping, processing transactions, reconciling accounts, and assisting with financial reports and budgets.

- Communicate with external vendors and suppliers, invoicing, and delivery of services.
- Participate in monthly management meetings by providing financial and operational insights to support quality and business improvements.

To successfully fulfil this role, you must possess the following qualifications, attitude, behavior, skills, and values that follow:

- Bachelor-thinking and working level (HBO).
- Minimum 2-3 years of experience in an administrative and/or finance role (hospitality or similar industry is a pré).
- Extensive knowledge and experience in Twinfield is a must.
- Excellent organizational and multitasking skills.
- Strong financial and administrative insight with high accuracy and eye for detail.
- Strong communication skills in Dutch and English (Papiamentu and/or Spanish is a plus).
- Comfortable working with digital tools and administrative systems.

What will it be like to work for Coral & Coco?

Besides working at one of the most beautiful places of Curaçao and being part of a young entrepreneurial team with a remarkable drive to grow, you can expect the following things while working for Coral & Coco:

- A competitive salary tailored to your experience and skills.
- The opportunity to grow within a fast-expanding company with a unique hospitality business concept.
- A dynamic, young team with an entrepreneurial mindset.
- A professional and inspiring work environment in modern offices at prime locations across Curaçao.
- Exposure to multiple hospitality brands and business units.
- Attractive employment terms and benefits.

Are you as excited as we are? Please send your motivation letter and resume to sean@coralandcoco.com and hopefully we can meet you in person very soon!