

Position Description

Department	:	Finance
Position	:	Financial Contoller
Reports to	:	Director of Finance

Main Purpose of the Job:

The Financial Controller is responsible for all hotel accounting and financial controls under the supervision of the Director of Finance, under functional guidance of the Corporate Controller, within the policies and procedures as outlined in FOCUS, according to corporate policies and procedures, and according to local requirements and regulations. In addition, the job incumbent controls the overall hotel costs by managing the purchasing function. The function should be proactive, analyzing, and recommending alternative action in every respect, and operate in line with hotel and corporate policies and guidelines, and the hotel's business plan.

Job Responsibilities

- Maximizes cash flow performance of the hotel through controls on inventory, credit and collection, disbursements, deposits and remittances
- Act as hotel's credit manager
- Enforces, documents and establishes adequate controls for all revenues and expenses and protection of assets, and ensures controls will satisfy or improve the level of guest service
- Maintains accurate and timely financial and operating information and provides analyzes, interpretations and projections to management as required
- Conducts monthly inspections and tests to ensure all departments are complying with required procedures
- Performs duties as required by the Corporate/Regional Controller in respect of controls
- Follows up on all capital expenditures to ensure compliance with original justification and approval
- Assists and provides financial guidance in the formulation and implementation of the business plan, hotel and departmental budgets, and objectives programme, and manage relevant budgets appropriately
- Provides proactive administrative support to management with reference to policy enforcement, business advice and operational assistance
- Obtains appropriate legal counsel regarding the business practices of the hotel, and maintains awareness of local rules, laws and regulations
- Reviews prices and recommends changes to the General Manager
- Implements and maintains acceptable accounting practices and procedures as required by corporate policies and procedures, generally accepted accounting practices, and those affected by local conditions
- Participates in locally recognized professional and industry organizations in order to extend personal development and general awareness within the profession
- Maintains professional, proactive and technical competence in own field

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- Provides safekeeping, including proper storage and access for all contracts, leases and other financial records
- Recommends and maintains appropriate list of delegation of authority for hotel management
- Performs related duties and special projects as assigned and required
- Analyzes and assists Human Resources Manager in regards to employment contracts of new employees

DIRECT AND MANAGE RECEIVING AND STOREROOM FUNCTIONS

- Directs and manages the purchasing and storeroom functions with its employees
- Utilises leadership skills and motivation to maximise employee productivity and satisfaction
- Monitors hotel's overall service and team work daily, and makes recommendations for improvement to Department Heads
- Selects and develops strategies to improve guest service and efficiency

LAWS, REGULATIONS AND POLICIES

- Follows all applicable laws, especially in accounting policies, procedures and guidelines
- Conducts all work according to guidelines in ECOMAN

HUMAN RESOURCES MANAGEMENT

- Screens, interviews and selects potential staff members to the Department
- Develops and recommends appropriate training to meet departmental needs
- Ensures that staff meets and exceeds the internal customers' expectations by training and encouraging staff to provide exemplary service
- Makes sure staff receives skills training to provide consistent, reliable and efficient work
- Encourages, develops and manages effective employee relations throughout the hotel
- Identifies employees with potential for promotion and/or transfer and makes appropriate development plans for him or her together with the Talent & Culture Manager with approval from the DOF
- Conducts, and guides Department Heads, and works closely with the Human Resources Manager on the following Human Resources related tasks:
 - Performance appraisals
 - Coaching
 - Counselling
 - Discipline and grievance
 - Employee relations
 - Wage and salary administration
 - Compensation and benefits
 - Succession planning

EMPLOYEE RELATIONS

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- Fosters and develops effective employee relations throughout the department and the hotel
- Establishes and maintains effective internal communications, including daily meetings with own staff for optimum team work and productivity
- Looks for ways to motivate and challenge employees

HEALTH AND SAFETY

- Ensures that all potential and real hazards are reported and reduced immediately
- Fully understands the hotel's fire, emergency, and bomb procedures
- Ensures that emergency procedures are practised and enforced to provide for the security and safety of guests and employees
- Ensures that all employees in the department work in a safe manner that does not harm or injure self or others
- Stimulates and encourages a general awareness of health and safety in tasks and activities carried out within the department
- Ensures the safety of the people and property within the premises by applying hotel regulations and adhering to existing laws and regulations
- Anticipates possible and probable hazards and conditions and either corrects them or take action to prevent them from happening
- Ensures that the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct of hotel employees is maintained by all employees in the department
- Responsible Business: show involvement and be interested in environmental and/or social issues by participating in Responsible Business hotel and departmental activities

MISCELLANEOUS

- Attends meetings and training required by the General Manager
- Assists colleagues to perform similar or related jobs when necessary
- Ensures guest satisfaction by attending to their requests and inquires courteously and efficiently
- Accepts flexible work schedule necessary for uninterrupted service to hotel guests
- Maintains own working area, materials and company property clean, tidy and in good shape; reports defective materials and equipment to General Manager
- Continuously seeks to endeavour and improve the department's efficient operation, and own knowledge of the job function
- Is well updated on, and possesses solid knowledge of the following:
 - Hotel fire, bomb and emergency procedures
 - Hotel health and safety policies and procedures
 - Hotel facilities and nearby sights of interest and importance (i.e. hospitals, stations, tourist sights)
 - Hotel standards of operation and departmental procedures
 - Current licensing relating to own Division and hotel
 - Accepted methods of payment by the hotel
 - Short and long term hotel and Corporate marketing and promotional

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programs

- Corporate clients and clients generating high business volume
- Union agreements

Qualifications and Experience

- University Degree in Accounting
- CA Qualification or equivalent
- Relevant field of work in the Hospitality Industry
- Knowledge and Experience in Accounting systems,
- Demonstrates maturity and the ability to work independently
- Has previous evidence of successfully managing external relationships,
- Strong financial planning, compliance & risk knowledge
- Excellent Communication skills
- Strong cash flow management skills

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