

Job Description

Title: *Financial Controller*

Responsible to: *General Manager*

Main Purpose: *Managing, maintaining and developing the finance function of the property in line with current and future requirements.*

Responsibilities & Duties:

- To reflect and enhance the Hotel's Mission Statement and Objectives in all activities.
- To be fully familiar with the policies and procedures of the Hotel as will be advised during Induction and periodically thereafter.
- To oversee and maintain an effective purchasing and stock control system for the Hotel.
- To be responsible for the weekly payroll and to prepare associated reports and maintain records as required.
- To be responsible for and oversee all banking and finance for the property.
- To ensure that all billing and charging procedures are followed without exception.
- To oversee the accuracy of all floats and to investigate and report any discrepancies.
- To maintain and control Sales and Debtor Ledger.
- To ensure that all financial activities of the property are Revenue Compliant.
- To assist in setting budgets and controls appropriate to ensure maximum profitability in all areas of the Hotel.
- To work with the Management Team to control costs within budget and to make savings where appropriate.
- To adhere to specified deadlines for specific tasks as required by the Company.
- Periodic financial reporting to the Group Finance Manager.

- Co-ordinate the ongoing maintenance and updating of the accounting function to ensure that the systems and reports are ready for audit when required.
- To ensure good team relations with the Department Managers ensuring fairness and consistency in all dealings with team members.
- To ensure that your area of responsibility is safe and that you attend at fire drills and any other health and safety training as required.
- To have involvement in the training of employees where relevant.
- To carry out any other duties as may be notified to you by Management.

This job description is not intended to be exhaustive and may be added to in the future depending on the needs of the business.