

## **Assistant Financial Controller**

We have a fantastic opportunity for an Assistant Financial Controller to join the team as we continue to develop the hotel and our systems.

We are looking for a reliable, hands on and organised individual to work under the general guidance set out by the company, taking responsibility for overseeing all financial aspects of the Hotel and ensuring they are carried out inline with agreed standards whilst ensuring total guest satisfaction.

As Assistant Financial Controller, you will assist in maintaining financial growth, formulating sound financial strategies, implementing strict internal controls and achieving organisational targets. The ideal candidate should possess strong analytical skills, exceptional problem-solving techniques, be highly organised and have an excellent aptitude for systems. You should be ambitious, confident, professional and able to lead by example.

### **Essential Role Functions**

- Maintaining efficient controls on compliance with company policies and procedures, legislative requirements and contractual obligations.
- Prepare and post monthly and periodic journal entries.
- Prepare monthly profit and loss statements.
- Perform all cashiering responsibilities for the property.
- Income Audit to ensure accuracy of Night Audit and review of discounts, refunds and in-house entertainment.
- Oversee storekeeping, cost control and monthly stock counts ensuring accurate documentation and inventory values on hand. Perform periodic inventory audits.
- Process all invoices for payment and post monthly accrual requests.
- Reconcile balance sheet accounts as assigned.
- Ensure accurate documentation and inventory values on hand. Perform periodic inventory audits.
- Assist with the production of yearly Budgets and Weekly & Monthly forecasts by collecting and analysing financial data.
- Responsible for proper storage of accounting records.

### **Requirements**

- 5 or more years of hotel accounting experience.
- Ideally working towards a professional accounting body certification however we are open to helping an individual wishing to do so.
- System experience would be advantageous, particularly Xero, Opera and Fourth though not essential. However, a strong appreciation and aptitude for systems is imperative.
- Experience with spreadsheet software and word processing, preferably MS Office Excel and word.
- Demonstrates and monitors own work for accuracy and thoroughness.
- Prioritises and plans work activities efficiently.
- Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **Salary**

A competitive salary is offered.

### **Start date – ASAP**

Email your detailed CV and cover letter to [tq@defrance.co.uk](mailto:tq@defrance.co.uk)

For more information about the Hotel de France please visit our website [www.defrance.co.uk](http://www.defrance.co.uk)