Royal Berkshire

**JOB DESCRIPTION**

**POSITION:** Financial Controller

**HOTEL:**  South Lodge Hotel

**DEPARTMENT:** Accounts

**DIRECT REPORT:** General Manager

**RESPONSIBLE FOR:** Accounts Team

**ORGANISATION CHART**

**JOB PURPOSE;**

As the Financial Controller you will work in a small team to control the finance function of the Hotel and Spa with the Finance Team. You will work alongside the General Manager and Departmental Heads on all financial and accounting matters and execute group policies and procedures in relation to the Accounting Department.

**MAIN RESPONSIBILITIES AGAINST OUR FIVE NON-NEGOTIABLES**

**Creating Happiness in Amazing Places**

* Managing the Finance team, providing leadership and direction.
* Providing Financial support to the General Manager.
* Providing Financial Development and support to SLT and HOD’s.
* Supervising the Accounts payable, receivable, payroll and income audit functions.
* Ensuring the monthly payroll is carried out with a high level of accuracy and in line with company policies and SOPs.
* Ensuring all Finance Operations comply with applicable legislation and external audit requirements.
* Overseeing the month-end process, and preparing all Balance Sheets recons, preparing and posting journal entries.
* Ensure that Fixed Asset Register is properly maintained and reconciles with the General Ledger.
* Reviewing and completing monthly P&L and forecast reports, and reporting to key stakeholders.
* Partnering with operational and support departments and be involved with the Exclusive Collection Finance Team.
* Attend and participate in SLT/HOD meetings.
* Responsible for ensuring the correct approval and processing of purchase orders and invoices, input to Sage coding correctly to nominal codes.
* Deal with supplier queries, ensuring supply is maintained at all times to cost centres.
* Responsible for payroll processing, monthly payrolls, payments by BACS and monthly PAYE reconciliation. Report payroll costs by department and input into nominal ledger.
* Reviewing and approving banking transactions within approved authorization limits.
* Reporting and auditing of Time and Attendance system.
* Ensure client invoices are raised within three days of the event and credit control is in place to collect debts in line with company policy.
* Internal audit on a regular basis of systems.
* Ensure all revenue is captured and all costs are reported correctly in nominal ledger.
* Prepare monthly management accounts in line with group policy.
* Oversee stock-takes for beverage; liaise with all HOD’s regarding departmental P&L’s, gross profit %.
* Prepare and ensure all National Statistics reports submitted, Year End Payroll filing including P11d and PSA
* Preparation of Year End Audit files and oversee the Hotels Year End Process in conjunction with Group FD
* Take responsibility for all areas of finance in line with company policy.
* Ad hoc reporting as required the General Manager.

**Exclusive People**

* Management and training of the Accounts Team
* Be polite and respectful with all colleagues across the group
* Develop a good working relationship with all departments of the hotel to enable effective communication and team work
* Be impeccably groomed and have high standards of customer service

**Improve Profit**

* Internal audits on a regular basis
* All costs are reported correctly in nominal ledger
* Preparation of the management accounts in line with group policy & deadlines
* Assist with beverage stock takes when required
* Reconcile and complete the monthly balance sheets in the time frame set
* To protect revenue by dealing with issues quickly and efficiently, resulting in minimal cost to the business
* Complete the monthly payroll including producing the monthly payment to HM Customs and Pension contributions
* Management of the time & attendance system (ProMark) including training within the hotel to Head of departments and users
* To protect property material at all times.
* To follow recycling procedures avoiding wastage at all times.
* Queries raised by customers internal & external need to be resolved within 24 hours
* Responsible for chasing of outstanding payments as required

**Increase Revenue**

* Ensure all revenue is captured and any discrepancies are highlighted to Hotel Management
* All charges are checked to the Booking Event Order, contract & docket
* Ensure all invoices are raised within three days of departure date of the event

**Strong Brand**

* Be familiar with Brand standards
* Have a good knowledge of other properties in the Group
* Be confident in the history of Royal Berkshire
* Manage and respond to emails in a timely and professional manner

**Health and Safety**

1. To be aware of and comply with safe working practices as laid down under the Health and Safety Act as applicable to your place of work. This will include your awareness of any specific hazards at your work place.

2. The wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory.

3. To report any defects in the building, plant or equipment according to hotel procedure.

4. To ensure that any accidents to staff, guests or visitors are reported immediately in accordance with correct procedures.

5. To attend 6 monthly Statutory Fire, Health & Safety training and to be fully conversant with and abide by all rules concerning Fire, Health & Safety.

1. To be fully conversant with:

Crisis Manuel

The Hotel Fire and Bomb Procedures

The Hotel Health and Safety Policy Procedures

Departmental Food Hygiene Regulations

C.O.S.H.H. Regulations

Employee Handbook

**General**

* Display a professional image of Exclusive Collection by delivering the company values and demonstrating the courtesy standards and non-negotiables at all times
* Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance
* To attend all training courses as and when required.
* Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve the overall objectives of this position
* As the hotel’s level of business varies considerably, there is a need for flexibility in attitude, approach and working hours.
* The above description is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.

**Skills & Experience Required**

Our successful Financial Controller will have:

* Qualified AAT/ HOSPA or similar qualification/ or maybe qualified by experience with a proven track record as a Financial Controller within leisure industry
* Must have experience of self-accounting properties through to trial balance and management reporting.
* Ability to work to tight deadlines.
* Have a “hands on” approach to deal with matters as they arise.
* Strong IT skills in accounting, payroll, FOH and T & A systems, Excel .

**NOTE:** This document reflects the job at time of writing and will be subject to periodic change in light of changing regulatory, operational and environmental requirements. Such changes will be discussed with the job holder and the job description amended accordingly.

I have read and fully understand and accept all elements listed in this job description and understand that a signed copy will be kept on file in Human Resources.

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Employee Name (print) Date

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Employee Name (Signature)