

**EDGBASTON PARK HOTEL  
AND CONFERENCE CENTRE**

**J O B   D E S C R I P T I O N**

<b>JOB TITLE</b>	Assistant Financial Controller
<b>DEPARTMENT</b>	Edgbaston Park Hotel and Conference Centre
<b>RESPONSIBLE FOR WHICH OTHER POSTS</b>	Finance Assistant/Credit Controller
<b>RESPONSIBLE TO</b>	Senior Assistant Financial Controller

**Job Summary**

To support the Hotel's Finance team and assist in the management of the Finance team to consistently deliver the organisation's financial SOPs. Under the supervision of the Senior Assistant Financial Controller, to assist in the development and implementation of financial controls, daily processes and audit the provision of accurate and timely management information.

**Main Duties**

- Support the Finance team to ensure that the key processes operate in accordance with the SOPs to minimise any risk to the business.
- Support the Finance team to carry out internal control self-audits.
- Ensure revenues have been audited and are accurate and that all banking and credit card transactions are completed and reconciled daily and uploaded into Sage accounting system on a weekly basis or part thereof at month end.
- Review the paymaster, guest ledger and deposit ledger control accounts and balance daily.
- Ensure petty cash procedures are adhered to and that banking is performed in accordance with the cash handling and banking policy.
- Maintain the monthly cost tracker to ensure costs are in-line and delineate with revenue fluctuations thus achieving departments budgeted profitability.
- Oversee and update the purchase ledger system controls on a daily and weekly basis. Review supplier statements and monitor Pelican goods receipting process. Follow up any discrepancies.
- Prepare supplier payments in line with the company deadlines.
- Review departmental weekly payroll costs against revenues and occupancy. Compare forecast payroll costs against actuals and obtain explanations from departments for variances.
- Work closely with the Hotel's People and Culture team and Heads of Departments to accurately process payroll.

- Open and close future and past payroll weeks on a weekly basis. Review absence reports and follow up with departments and People & Culture team on SSP, CSP and SMP.
- Submit payroll to the payroll bureau, review and adjust accordingly in preparation for the Senior Assistant Financial Controller or Director of Finance to approve.
- Prepare payroll and payroll accrual journals.
- Prepare both the receipts and payments in the banking journal for approval.
- Authorise vendor information in Sage and in the beneficiaries on the bank account.
- Prepare ad hoc weekly payments.
- Support the Director of Finance/Senior Assistant Financial Controller, in production and integrity of the month end accounts, by processing relevant accruals and pre-payments.
- Assist in the completion of the month end balance sheet pack.
- To complete any reasonable task as required by the Senior Assistant Financial Controller.
- Supervise Income audit/accounts payable team members.
- Lead and motivate staff in order to encourage and obtain maximum commitment.

### **General Requirements**

- Build and maintain effective working relationships across the Hotel.
- Present a professional image of the Hotel to guests.
- Respond professionally and pro-actively to any guest queries.
- Actively support and demonstrate the Hotel culture and values.
- Adhere to all Hotel policies, procedures and processes.
- Comply with statutory requirements regarding the workplace such as employment law, health and safety, hygiene, fire prevention, GDPR etc.
- Always act with integrity and in the interests of the Hotel.

## **Person Specification**

### **Experience**

- Minimum of two years' experience in a similar role.
- Experience of effectively implementing robust financial procedures and policies.
- Experience of accountancy software. Use of Sage would be an advantage.
- Previous experience of working in a hotel finance team would be an advantage, but not essential.
- Experience of payroll would be an advantage.

### **Knowledge, Skills and Competencies**

- Proactive in handling problems.
- Hands-on approach.
- Effective communication and organisation skills.
- Strong IT skills.
- Ability to influence and get manager buy-in to operating practices.
- Ability to assert oneself to get the required results and actions from managers, whilst building good working relationships.
- Ability to handle new projects with minimal supervision.
- Strong on income audit / revenue control with some ability to prepare management accounts and VAT.
- Accuracy, efficiency and good eye for detail.

### **Qualifications**

- Minimum AAT qualified or qualified by experience.