

EDGBASTON PARK HOTEL AND CONFERENCE CENTRE

Job Description

- Job Title:** Director of Finance
- Reports to:** Chief Executive Officer
- Direct Reports:**
- Senior Assistant Financial Controller
 - Assistant Financial Controller
 - Credit Controller
 - Accounts Assistant
- Liaison With:**
- University Finance Team
 - External auditors
 - Contractors and suppliers
- Role Overview:** To provide senior leadership and direction for the business, not just its financial aspects, and ensuring a small team operate effective financial controls and reporting, to support the financial sustainability of all aspects of the operations.

Key requirements of the role

- Safeguard the assets and revenue of the business through the documentation, implementation and maintenance of a rigorous system of internal controls.
- Coordinate the preparation of accurate monthly management reporting pack including management accounts, analysis and commentary in required format.
- Provide assistance to operational management in the preparation of forecasting and budgets in order to achieve the Hotel's 3-year plan.
- Provision of regular and appropriate Board reporting on financial performance and associated matters
- Co-ordinate the production and completion of Statutory Accounts in the system along with relevant notes.
- Provide annual group consolidation pack and trial balance to the University Finance to agreed deadlines.
- Responsible for the coordination and outcomes of the external audit.
- Investigate and report any identified or suspected financial malpractice.

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- Ownership of financial controls environment, including investigation and reporting of any identified or suspected issues.
- Co-ordinate with University Finance to ensure service level agreements are met.
- Business Owner of Payroll, HR and Finance systems and competent user of Hotel PMS and EPOS systems.
- Ensure the accurate and timely recording of financial information through the finance team.
- Provide timely and accurate management information.
- Develop cost control processes that adds value to business efficiency.
- Ownership of the reporting and management of financial KPIs (e.g. Manning, cost of sales), and present these to the Company Board.
- Responsibility for authorisation of employees' legitimate expenses along with Chief Executive Officer per Company policy.
- Review, monitor and improve procurement processes.
- Creation of appropriate business cases for investment or related business decisions that are suitable for both Senior Management and Board approvals.
- Keep up to date with and ensure compliance of University regulations and requirements.
- Management of cash and credit revenues, and to ensure the banking of all receipt in accordance with Company instructions.
- Establish and maintain procedures to manage customer credit limits, minimising exposure to bad debt in line with Company instructions.
- Ownership and management of the credit card acceptance and customer data processes. Liaison with University and external providers to ensure all compliance requirements are adhered to and that relevant reporting and other information is provided and retained in line with legal requirements.
- Management of the credit control process through the finance team.
- Control of petty cash to within pre-determined limits.
- Effectively manage the payroll to ensure that employees' remuneration is accurate and a true reflection of the hours worked and that all payments are made in line with statutory requirements, Company policy and in line with EEC Working Time Directive.
- Development and review of Financial Standard Operating Procedures.

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- Support in the delivery of Social and Environmental KPIs as agreed annually.
- Provide accurate and appropriate advice and guidance on all aspects of the operations to key stakeholders.
- Take on any other reasonable duties or carry out requests necessary to ensure we deliver the highest standard of service in the Hotel.

Management Responsibilities

- Managing a team of four direct reports.
- To recruit, coach and develop the team.
- To establish a highly motivated team who take ownership for the achievement of the business objectives within the Hotel.
- Staff training and mentoring.
- Along with Hotel leadership, implement Succession and Staff Development plans.

Key Measurements

- Achievement of timelines for delivery of financial information
- Debtor days, creditor days, scale of amounts overdue, scale of supplier disputes, stock loss levels
- Staff satisfaction
- Up to date policies and procedures in relation to associated span of control.

General Requirements

- Build and maintain effective working relationships across the Hotel.
- Present a professional image of the Hotel to customers and guests.
- Respond professionally and pro-actively to any customer of guest queries.
- Actively support and demonstrate the Hotel culture and values.
- Support the Hotel with Social and environmental initiatives.
- 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.
- Act with integrity and in the interests of the Hotel at all times.

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Person Specification

Experience

- Significant experience in finance and accounting roles, with at least two years in a supervisory or managerial capacity.
- Experience with financial planning, budgeting, forecasting, and financial analysis.
- Previous experience in the hospitality industry or related field is highly desirable.

Skills, Abilities and Knowledge

- Strong IT skills – MS Excel (e.g. Pivot tables, Vlookup and charts), Word and other reporting tools.
- Proficiency in financial software. Experience with hospitality-specific systems is a plus.
- Strong understanding of accounting principles, financial reporting standards, and tax regulations.
- Strong analytical skills.
- Attention to detail.
- Proven track record of continuing professional development in finance and accounting.
- Strong leadership and managerial skills, with the ability to motivate and develop a high-performing team.
- Exceptional communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams, stakeholders and other key contacts.
- Ability to thrive in a fast-paced environment, manage competing priorities, and meet tight deadlines.
- High level of integrity and ethical standards, with a commitment to upholding financial controls and compliance.
- Experience of implementing effective financial internal controls and policies.

Qualifications

- Qualified Accountant (e.g. ACA, ACCA, CIMA).

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