



FINANCIAL CONTROLLER – TITANIC HOTEL BELFAST

Department: Finance

Reports to: Hotel Asset Manager & General Manager

Position Summary

Under the guidance of the Hotel Asset Manager and General Manager to assess, evaluate and ensure the long & short terms financial goals of the Hotel are met.

To provide the Hotel Asset Manager, General Manager, company officials, and owner with accurate, timely and relevant financial data with which to manage the property. To properly safeguard the assets and business continuity of the hotel for company and owner.

Responsibilities and Duties

1. To be solely responsible for the financial department of the Hotel, including accounts receivable, accounts payable, auditing, payroll, general accounting, and cash management.
2. To prepare and analyse P&L statements, develop & prepare operating budgets, cashflows and long & short terms P&L forecasts
3. Ensure appropriate internal control procedures are applied to properly record all income and authorise all expenditure.
4. Develop and appraise the purchasing function of the Hotel including, Inventory controls and F&B margin analysis. Control and analyse Hotel costs on an ongoing basis, taking respective action to control negative variances.
5. To control & manage the Hotels payroll costs and in conjunction with payroll heads monitor payroll against budget through weekly reporting & forecasting.
6. Prepare financial analysis as needed on any specific area requested by management or owners.
7. Ensure statutory regulations are adhered to including Vat returns, Paye returns and all relevant companies office returns, Hotel registrations & Hotel licensing requirements.
8. Carry out internal audit checks on departments on a regular basis to ensure compliance with accounting objectives.
9. Manage and supervise all staff in the accounts department and ensure appropriate training & supervision of staff.
10. Advise management concerning insurance coverage for protection against property losses and potential liabilities.
11. Liaise with auditors and prepare the annual audit file in preparation for the annual statutory accounts and corporation tax return.
12. Member of Hotel's senior management team. Responsible for contributing to the success of the business in all areas. Ability to analyse metrics and organise work teams as necessary to resolve problems and adjust processes for improved efficiency, customer service and profitability.

Minimum Requirements

- ACCA or CIMA qualified
- Must have at least 5 years' experience in hotel accounting.