

# Assistant Director of Finance

This stylish luxury hotel, Corinthia Palace Hotel & Spa is seeking to recruit an ambitious, determined and an exceptional **Assistant Director of Finance** who is seeking to embark on a career in one of the most highly recognized hospitality organizations in the world.

**As an Assistant Director of Finance, you will be responsible for:**

- Making recommendations and suggestions of improvements and cost savings to the Director of Finance.
- Responsible for the appointment, training, coaching, and disciplining of accounting staff.
- Responsible for the assignment of duties within the accounting staff and fully assumes these duties during staff's absences.
- Responsible for the monthly reconciliation book.
- Ensure both timely and accurate completion of Daily Sales reports, Labor, Food Cost, Beverage Cost, Complimentary Guest Checks and Cashier Over/Short reports. Ensure that these reports are being published to operational departments daily.
- Conduct review on all sales audit/income journal adjustments, paid out vouchers and F&B complimentary guest checks. Review for reasonableness and proper authorization. Process approval and/or corrective action comments as warranted. Route to Director of Finance, Resort Manager and Managing Director for additional review and approval.
- Respond to communications on an ongoing daily basis. Ensure all paperwork received each day is reviewed and prioritized for actions to be taken.
- Review and approve all Non-F&B invoices for payment. Verify compliance to purchasing, receiving, contractual terms, G/L coding account distribution, and accommodation tax payment liability. Identify any material discrepancies and advise Controller prior to posting for payment.
- On an ongoing basis, track the source of discrepancies, particularly for operating department's compliance to purchasing and receiving policies.
- Ensures the daily review and edit of travel agent commissionable room nights from the Property Management System are being performed.
- Ensures the prompt response and problem resolution of any/all guest requests. Where appropriate advise the Controller of issues in order that he/she may assist in the immediate resolution and collectively address the operating departments of common requests, specifically, those of a repetitive nature.
- Ensure flash sales reports for assigned entities are completed timely and accurately and delivered to corporate management per requirements.
- Ensure timely and accurate deposits of all lockboxes, cash, check and credit card receipts.
- Review and approve all petty cash purchases. Verify accuracy of charges and completeness of proper approval and receipt and assign appropriate general ledger coding for payment.

**Successful candidates will:**

- Be willing to work flexible hours including evenings, weekends, and public holiday.
- Possess good command of the English language.
- Previous hotel-related experience desired.
- A high level of accuracy and attention to detail
- Very good to excellent ability to interpret and report financial information
- Good time management for meeting strict deadlines
- Knowledge of and experience with accounting, purchasing, and Front Office management software and Point of Sales systems preferably SUN Accounts, Adaco, Micros F&B and Opera
- Possess experience in a similar position.

**In return we offer fantastic industry leading rewards and benefits, including:**

- Training & development opportunities
- Growing company with global hotels
- Discounts on F&B and room rates within the Company
- Health Insurance
- Complimentary Laundry Service
- Complimentary Meals on Duty

**About Corinthia**

Founded in Malta in 1962, this boutique hotel was built around an elegant, converted villa from the 19th century. It faces the Presidential Palace and is next to the beautiful San Anton Botanical Gardens. Surrounded by its beautifully landscaped gardens, the Corinthia Palace Malta is a peaceful setting for a relaxing break and one of the island's leading 5-star hotels. Corinthia Hotels is a growing family of uplifting, luxury destinations.

There are now nine elegant properties worldwide, with several more landmark hotels opening soon. From city-centre hotels to coastal resorts, each one is connected by a strong Corinthia philosophy. Inspired by its Mediterranean, family run heritage, we provide uplifting moments, unforgettable experiences, and exquisite service.

The closing date for the above vacancy is **20-August-2023**

*Candidates are requested to submit their CV by email to the Human Resources Department via [vacancies.palace@corinthia.com](mailto:vacancies.palace@corinthia.com)*