



JOB DESCRIPTION

Position:	Income Auditor	Department:	Finance
Reporting to:	Director of Finance	Date:	November 2023

POSITION SUMMARY:

As an Income Auditor you are responsible to review and verify all financial reports to ensure proper authorization in compliance with the applicable policies and procedures

DUTIES AND RESPONSIBILITIES

We are currently seeking for passionate and dynamic Finance professionals who pride themselves on their ability to deliver extraordinary levels of customer service and provide creative solutions to our guests.

As an Income Auditor you are responsible to review and verify all financial reports in order to ensure a proper authorization in compliance with the applicable policies and procedures, whereby your role will include key responsibilities such as:

- Review and verify Night Auditors logbook, daily revenue report and daily Food & Beverage report with supporting vouchers and trial balance
- Distribute daily reports after obtaining Director of Finance’s approval
- Review rage variance report in order to ensure the correct rate is applied
- Review the city ledger and credit card transfers of the day and pass the same to the Accounts Receivable
- Audit the daily cash summary and update General Cashier’s report
- Review overages and shortages of Cashiers and take appropriate action and review Front Office foreign exchange rates as and when required
- Conduct float counting of all house fund holders on a weekly basis and prepare a monthly float count summary

Education, Qualifications & Experiences

You should have a degree in hotel management or accounting and at least one-year previous experiences within a hotel environment. Excellent verbal and written English communication skills and computer literacy is a must, while knowledge of Opera, Micros, FBM and SUN System an asset.

Knowledge & Competencies

The ideal candidate will be an analytical, pragmatic thinker with a high level of integrity and professionalism. You are result oriented, able to adjust priorities and manage time wisely in a fast-paced environment and maintain a fair, consistent set of standards. You are proactive and flexible, while possessing following additional competencies:

Understanding Hotel Operations

Teamwork

Planning for Business

Supervising People

Understanding Differences

Supervising Operations

Effective Communication

Adaptability

Customer Focus

Driving for Results

CONFIDENTIALITY

- Whilst working for the Company there will be access to a wide variety of confidential information concerning the Company, guests and employees.
- It is vital that all such information remains confidential and must not be disclosed to anyone outside the Company, guests and employees, unless otherwise stated. Please refer to the Employee Handbook for full policy details.

HEALTH & SAFETY

- To be aware of and comply with safe working practices as stipulated by the Health and Safety Act and as applicable to your place of work. This will include the incumbent's awareness of any specific hazards at the work place.
- The wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory.



- To report any defects in the building, plant or equipment according to hotel procedure.
- To ensure that any accidents to staff, guests or visitors are reported immediately in accordance with correct procedures.
- To attend statutory Fire, Health & Safety training and to be fully conversant with and abide by all rules concerning:
 - Fire, Health and Safety
 - Regulations, such as COHSS in the European Union, related to the control of substances hazardous to health.
 - Risk Assessments for your department
 - Hotel Fire & Bomb Procedures

OTHER INFORMATION

- 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.