

THE FULLERTON

HOTELS AND RESORTS

Assistant Financial Controller

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

JOB RESPONSIBILITIES

- Receive and administer all approved and adopted policies and procedures on accounting, costing, auditing, resources management, tax matters, credit and collection, insurance, statistics and office methods.
- Recommend the following for approval: policies and procedures on accounting, costing, auditing, budgeting, resources management, tax matters, insurance credit and collections, statistics and office methods.
- Maintain and control all accounting, costing, statistical and other legal records.
- Prepare and interpret timely daily, weekly, monthly and periodical financial statements and other reports as required.
- Control and approve with the Director of Finance all payments of expenditure, ensuring that all are in accordance with established policies and approved budget.
- Establish and administer a system of continuous audit of all accounts, records and transactions of the Hotel, with emphasis on frequent surprise checks to ensure all records are correctly kept and that all adopted policies and procedures are continuously being adhered to.
- Recruit, supervise, train and develop all transfers, promotions, and dismissals, and adjust salaries of employees of the Finance Department with the approval of the Director of Finance.
- Responsible for timely payroll implementation.
- Establish credit facilities with all suppliers.
- Control and query all expenses and purchases before submission to the Director of Finance for approval.
- Efficiently submit all insured claims.
- Prepare and continuously update the job descriptions of employees of the Finance Department.
- Maintain strong relationships with local legal authorities, Controllers of other hotels and external auditors as required for the accomplishment of this function.
- Assist other Department Heads on the financial and accounting aspects of the operations, coordinating and co-operating closely with them to attain the objectives and goals of the Hotel.
- Keep himself/herself well informed of current developments that concern the hospitality industry and financial markets.
- Deputise for the Director of Finance in his/her absence.
- Attend departmental meetings in the absence of the Director of Finance.

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JOB REQUIREMENTS

- Minimum Diploma in related discipline with 3-5 years' related experience and/or training in similar capacity; or equivalent combination of education and experience.
- Relevant degree in Finance, Accounting or related business disciplines
- At least 3 years' experience in a similar position in hotel, leisure or retail sector
- Ability to effectively deal with the concerns of guests and team members in a friendly and positive manner, providing positive and proactive solutions
- Excellent analytical skills and knowledge of financial operating systems and procedures
- Excellent verbal and written communication skills
- Strong influencing, leadership skills, inter-personal and communication skills
- Detail oriented and organised
- Experience with IT systems such as SUN, SCM and Property Management System (advantageous)

To apply for the above position, please send your full resume to careers@fullertonhotels.com.