

**Executive – Payable & Receivable**

Reporting To:	Unit Financial Controller & General Manager
Functional:	Finance
Scope:	Unit
Grade:	As per Unit
Supervises:	Unit Receiving & Purchase Team

Main internal contacts	Finance Team at Fortune Park Hotels Ltd (CHQ) Unit Sales Team Unit Operations teams Unit Owning Board
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Main external contacts	Vendor s Auditor s Service Providers Government and Tax Authorities
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**Main objective / Context**

- To organise, develop and operate effectively the purchase department.
- To negotiate, acquire and document all purchase as authorized by General Manager
- To ensure proper receipt of goods and facilitate processing of invoices and to work closely and establish effective communication with all the department heads.
- To provide accurate reports to UFC or UGM as and when required.

**Main responsibilities & duties**

■ **Statutory and Legal Compliances**

- ▶ Monitor and ensure statutory compliance of states.
- ▶ Ensuring compliance with GST in Purchase Orders, E-way bills etc.
- ▶ Liaising with DGFT and Customs & Central Excises for availing benefits available Under Service Exports From India Scheme (SEIS)

■ **Price Negotiations and Purchase Management**

- ▶ Negotiate prices execute rate contracts for 6/12 months period. Place daily food orders based on requirements and prompts delivery as requested within the prescribed working hours.
- ▶ To ensure close liaison and co-ordination with F&B Department, Housekeeping, Engineering etc for meeting their needs.
- ▶ Generate purchase orders on approved requisitions and obtain authorization from General Manager/CA prior to processing of orders.
- ▶ To constantly endeavour to obtain goods at competitive prices without sacrificing the desired quality standards
- ▶ To ensure that store inventories do not exceed desired limits
- ▶ Ensure that there are sufficient expendable operating supplies on hand for each department by coordinating with the store room personnel/ department heads
- ▶ To study thoroughly the items needed to purchase and to have sufficient knowledge about them and their use
- ▶ To ensure supply of merchandise for various departments keeping in mind the „lead time' required for procurement

■ **Internal Control**

- ▶ Organizing Purchase Committee Meeting with Unit General Manager, Unit Financial Controller and departmental heads.
- ▶ Executing system and procedures for achieving cost efficiencies.
- ▶ To process and keep track of every purchase requisition, purchase order, contract for regular supplies, upkeep and maintenance of these supplies and lists for kitchens for daily perishables and other standing order requirements
- ▶ To ensure conformity to standards and specifications of merchandise as required by the management
- ▶ To ensure that the requisitions from the originating department are routed through proper channels
- ▶ Ensuring that items ordered have complete billing and delivery instructions and in case of default that, „ penalty' clauses are suitably added to the purchase orders as per the demand of the items
- ▶ Keeping track of the Performa invoice, dates of cheque submissions and keeping close liaison with accounts department for clearing documents etc in time
- ▶ To scan through the purchase requisitions originated by the stores section for regular stores items and other items and select the vendors/ suppliers for the items, and also advise them of the receiving times, place of delivery, packing etc.

■ **Reporting**

- ▶ Provide the General Manager with a monthly summary of outstanding purchase orders for goods and services received prior to month end.
- ▶ Conduct the market survey on a monthly basis and prepare the report and copy send to GM/CA.
- Assist in monthly count and extension of food and beverage inventories and the quarterly count of operating equipment.

**In addition to the above mentioned duties and job functions any other assignment given by the immediate superior or the management will have to be carried out.**

### Technical skills

Business Skills	<p>Excellent negotiation skills</p> <p>Strong understanding of Indirect Taxes, EOQs, Optimum Inventory Levels, Product Quality Standards and Hygiene Standards.</p> <p>Excellent eye for detail and ability to work independently in tight deadlines</p> <p>Robust organization and time management skills</p> <p>Ability to work collaboratively with all HODs across the unit.</p>
Computer Skills	<p>Advanced PC skills including Word, Excel, PowerPoint and Outlook</p> <p>Should be able to independently create detailed excel reports/ analysis for internal stakeholders.</p>
Communication Skills	<p>Demonstrated effectiveness in written and verbal communication</p>
Business Travel	<p>As and when required.</p>

### Education/Experience

Education	<p>Master's/ Graduate Degree in Commerce/ Business Finance/ Business Administration</p>
Experience	<p>Proficiency in Microsoft Office applications and ERP Systems</p> <p>Working knowledge of raising POs, e-way bills, liquor procurement, inventory management. 3-4 years of relevant experience</p>

### FPHL Leadership competencies

### STRATEGIC MINDSET

- Demonstrates foresight
- Demonstrates conceptual ability
- Displays ability to sense emerging changes.
- Spots trends and patterns and identified key issues from a mass of data/information.
- Grasps information quickly; picks up nuances, subtleties.
- Understand hoe his/her role impacts others in the function.
- Displays a logical thought process in day to day operations.
- Information from diverse sources to make effective ground level decisions.
- Recognises implications of decisions and alternatives.

### CUSTOMER FOCUS

- Can see things through the “eyes of the customers.”
- Is aware of internal and external customer needs.
- Has a fair understanding of the business.
- Looks at work issues from the customers” point of view.
- Is always pre-occupied with delivering the value preposition of the business.
- Displays an understanding of the existing infrastructure, processes and tools used to deliver quality products and services. Is able to discern the various elements of the company”s competitive vis a vis competition

### MAKING THINGS HAPPEN

- Energetic, competitive, persuasive and results oriented.
- Has knowledge of internal and external resources.
- Come up with fresh ideas.
- Demonstrates a high degree of preparedness.
- Displays a good planning, organizing, prioritizing and monitoring skills.
- Displays cost consciousness and an overriding desire to get best value for money spent.
- Takes regular feedback and guidance to successfully achieve planned outcomes.
- Exhibits initiative in taking on higher responsibilities and works beyond his area.
- Contributes meaningfully to discussions involving his/her area.

**LEADING CHANGE**

- Uses mistakes as learning opportunities. Is open to feedback.
- Enhance knowledge /skills base on an ongoing basis.
- Execute all relevant compliances and documentation within prescribed schedules.

**PEOPLE LEADERSHIP**

- Enthusiastic about changes
  - Is imaginative
  - Thinks out of the box
  - Can quickly comprehend the need for the change.
  - Open minded when presented with the new perspectives.
  - Is comfortable with and gets used to new situations easily.
  - Is able to identify and remain focuse4d to achieve desired results even in unstructured situations.
  - Asks questions. Challenges and suggests alternatives and more effective ways executing tasks.
  - Listens attentively. Shares appropriate information.
  - Relates to people at all levels
- Participative, open minded and receptive
  - Understands the needs/interests and attitudes of others.
  - Is perceptive of non-verbal behavior.
  - Is confident but not arrogant.
  - Involves in the resolution of problems.
  - Brings energy and direction to activities.
  - Shares experiences and information with team members.
  - Demonstrates commitment to the team and supports team decisions

**STAKEHOLDER MANAGEMENT**

- Understands the expectations and desires of various partners (property Owners and Owning Boards) and translates them effectively into business goals.
- Nurtures strong business partner relationships with key vendors/ suppliers at a strategic level.
- Maintains a valuable network of contacts across business areas to drive and support initiative.
- Maintains a healthy and on-going professional relationship with

OB representative and ensures open communication.

- Is able to safeguard company interest while managing Owner's tactfully.