

## Assistant /Deputy Manager, Finance (Receivables)

Reporting To:	Sr. Manager, Finance
Functional:	Finance & Accounts
Scope:	Pan-India
Grade:	FM1
Supervises:	None

Main internal contacts	Executive leadership for Fortune Park Hotels Ltd Operations teams- Managers at CHQ and General Managers Finance Team
Main external contacts	Owners/ OB Reps of Fortune Properties Unit UFC Tax Consultants ITC Legal Team

### Main objective / Context

### Main responsibilities & duties

To control outstanding/ receivables in line with the agreements with the units and ensure collection of dues in time for proper working capital management.

#### ■ Invoicing

- ▶ Ensure monthly raising of invoices on units for Reimbursements and Fees
- ▶ Follow up with units to get data for monthly fees calculation.
- ▶ Ensure calculation of fees is as per terms of agreement.
- ▶ Ensure proper reconciliations are in place for each unit.
- ▶ Ensure all statutory taxes are being levied
- ▶ Ensure timely filing of statutory returns.

#### ■ Collections

- ▶ Ensure diligent follow ups with units for meeting collection target.
- ▶ Ensure proper documentation of the follow up done with units.
- ▶ Ensure correct interest calculations on delayed payments as per the Agreement with units
- ▶ Ensure timely resolution of unit's queries on account reconciliations.

- ▶ Follow up for TDS certificates with units.
- ▶ Focus on improving ageing of receivables

## ■ Reporting

- ▶ Ensure weekly reports are circulated within timelines
- ▶ Prepare any ad-hoc reports as and when required by management

## ■ Miscellaneous

- ▶ Participate in pre-opening activities for new units as and when required
- ▶ Travelling to units regularly to ensure proper finance functioning and ironing out loopholes if any

## Technical skills

Business Skills	Strong organization and time management skills Eye for detail and ability to work independently in tight deadlines Excellent interpersonal skills Ability to develop strong and influential relationships with the UFCs and GMs Ability to work collaboratively with employees across levels
Computer Skills	Computer Skills including Word, Excel and understanding of financial tools
Communication Skills	Demonstrated effectiveness in written and verbal communication
Business Travel	As and when required. Approximately 20% of the time.

## Education/Experience

Education	Bachelor's degree in Commerce or Business Administration
Experience	Proficiency in Microsoft Office applications and ERP Systems. Experience in Client Engagement and achieving Collection targets.

## 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.
- Uses mistakes as learning opportunities. Is open to feedback.
- Enhance knowledge /skills base on an ongoing basis.

	<ul style="list-style-type: none"> <li>• Execute all relevant compliances and documentation within prescribed schedules.</li> </ul>
LEADING CHANGE	<ul style="list-style-type: none"> <li>• Enthusiastic about changes</li> <li>• Is imaginative</li> <li>• Thinks out of the box</li> <li>• Can quickly comprehend the need for the change.</li> <li>• Open minded when presented with the new perspectives.</li> <li>• Is comfortable with and gets used to new situations easily.</li> <li>• Is able to identify and remain focuse4d to achieve desired results even in unstructured situations.</li> <li>• Asks questions. Challenges and suggests alternatives and more effective ways executing tasks.</li> <li>• Listens attentively. Shares appropriate information.</li> <li>• Relates to people at all levels.</li> </ul>
PEOPLE LEADERSHIP	<ul style="list-style-type: none"> <li>• Participative, open minded and receptive</li> <li>• Understands the needs/interests and attitudes of others.</li> <li>• Is perceptive of non-verbal behavior.</li> <li>• Is confident but not arrogant.</li> <li>• Involves in the resolution of problems.</li> <li>• Brings energy and direction to activities.</li> <li>• Shares experiences and information with team members.</li> <li>• Demonstrates commitment to the team and supports team decisions</li> </ul>
STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> <li>• Understands the expectations and desires of various partners (property Owners and Owing Boards) and translates them effectively into business goals.</li> <li>• Nurtures strong business partner relationships with key vendors/suppliers at a strategic level.</li> <li>• Maintains a valuable network of contacts across business areas to drive and support initiative.</li> <li>• Maintains a healthy and on-going professional relationship with OB representative and ensures open communication.</li> <li>• Is able to safeguard company interest while managing Owner's tactfully.</li> </ul>

### ORGANIZATION SAVVINESS

- Approaches problems with a clear understanding of organization and geographical realities- Operates effectively within the organization's formal and informal structures.
- Builds allies and relationships across departments, uses allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, can sell projects and ideas across the organization.
- Understand how the culture of the organization impacts on how the work gets done and takes this into account in planning and decision making.
- Understands the goals/objectives of the other departments /work units and uses this information to establish alliances and resolve issues.
- Understands the interdependent nature of operation and the impact of the various departments /work units on workflow within the organization.
- Understands how his or her decision may impact others across the organisation and involves them appropriately.

### Acceptance of Position Description

I, \_\_\_\_\_, have read and understood the contents of this document and have gotten my questions pertaining to the role answered.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_