

**Unit Financial Controller, Finance**

|               |   |
|---------------|---|
| Reporting To: | General Manager & Corporate Sr. Manager Finance |
| Functional:   | Finance   |
| Scope:        | Unit  |
| Grade:        | As per Unit Grades                              |
| Supervises:   | Unit Finance Team                               |

Main internal

- Finance Team at Fortune Park Hotels Ltd (CHQ)
- Unit Sales Team
- Unit Human Resources
- team Unit Operations
- teams

Main external

- Vendors
- Customers
- Consultants
- Auditors
- Travel
- Agents
- Bank Liaising Officers

**Main objective / Context**

- To administer, control and develop the accounting function of the Hotel on the basis of the uniform system of accounts and to protect the owner's interest in the hotel assets & operations.
- To provide accurate and complete financial and management reports on a timely basis to the hotel managerial personnel, FPHL Corporate office and owners in accordance with the company and ownership reporting requirement.

**Main responsibilities & duties**

■ **Statutory and Legal Compliances**

- ▶ Monitor and ensure statutory compliance of states.
- ▶ Renewal of all licenses related to Hotel operations as per relevant statutes.
- ▶ Ensuring compliance with GST and filing of all returns as per the CGST and SGST Acts. ▶ Certifying the TDS certificate and filling all returns as per income tax act
- ▶ Liaising with DGFT and Customs& Central Excises for availing benefits available Under Service Exports From India Scheme(SEIS)
- ▶ Periodical visits to the Banks/Excise Office/Sales Tax office and maintaining good liaison with them
- ▶ Monitor compliance of agreement between FPHL and Owner. ▶ Co-ordinating with statutory auditors for finalizing accounts.

■ **Review and Control**

- ▶ Implement and administer internal control systems policies and procedures in compliance with corporate policies to ensure that the company and owners interest in the property and business are safeguarded.
- ▶ Manage the Hotels working capital to maximize cash inflows and minimize cash outflows to protect the interest of FPHL and owners without compromising product quality.
- ▶ Review and approve all purchase commitments, cash disbursements, rebates, allowances and accounting adjustments in conjunction with General Manager, in compliance with internal control policy and budgetary guidelines.
- ▶ Tapping better ACR ratio and organizing Contact Credit Committee Meeting with Unit General Manager, Front Office Manager, F&B Manager and Credit Manager
- ▶ Executing system and procedures for achieving cost efficiencies.

**■ Reporting**

- ▶ Timely processing review evaluation and approval of all inputs which will result in the production and distribution of monthly financial statements and reports / GMML including review / preparation of all account analysis on a monthly basis.
- ▶ Coordinate, finalize and submit Annual Business Plans of operating results
- ▶ Mapping cost and profit performance of all departments against plan at regular intervals while offering recommendation for the corrective action

**Technical skills**

|                      |   |
|----------------------|---|
| Business Skills      | <p>Strong understanding of Accounting Standards, Accounting Principles, Direct Taxes, Indirect Taxes, Uniform System of Accounts for Lodging Industry.</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 business case presentations, detailed excel reports/ analysis for internal/ external 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 Degree in Commerce/ Business Finance/ Business Administration</p>   |
| Experience | <p>Proficiency in Microsoft Office applications and ERP Systems</p> <p>Working knowledge of Accounting Standards, Taxation Laws, Working Capital Management, Financial Planning and Reporting.</p> <p>5-8 years of relevant experience in same or similar job role.</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.

### LEADING CHANGE

- 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 on-going basis.
- Execute all relevant compliances and documentation within prescribed schedules.
  
- 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 focused 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.

### PEOPLE LEADERSHIP

- 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

- Understands the expectations and desires of various partners (property Owners and Owning Boards) and translates them effectively into business goals.
- Displays thorough understanding of business goals and alignment with these.

**MANAGEMENT**

- 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 Owners tactfully.

**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: \_\_\_\_\_