

Senior Manager / Manager, Finance

Reporting To:	Head, Finance
Functional:	Finance & Accounts
Scope:	Pan-India
Grade:	FM4/ FM5

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

S/he will be responsible for managing the day to day operations of the accounts department, like preparation and management of the financial budgets, implementing and overseeing all activities relating to the financial aspects of the hotel in compliance with the local tax laws and also by the hotel's SOP's.

Additionally, responsible for the financial analysis, reporting, budgeting, forecasting, audit and control, asset and liability reconciliation, working capital and cash control. Etc. Also, ensure the safekeeping and updating of all legal documentation relating to the financial status of the hotel.

Main responsibilities & duties

■ Cyclic Work

- ▶ Responsible for the properties overall accounting and financial management requirements.
- ▶ Responsible for the local tax authority compliance.
- ▶ Responsible to support and liaise with the Head, Finance in meeting the strategic goals of the organisation.
- ▶ Responsible for preparing and reviewing annual budgets, monthly forecasts, operating results.
- ▶ Responsible for verifying all financial reports and ensuring that all transactions are accurate and in compliance with local government regulations.

- ▶ Responsible to liaise with the hotel owner's or managing director of the organisation.
- ▶ Able to prepare and submits management reports in a timely manner and also ensuring delivery deadlines.
- ▶ Able to effectively implement all accounting policies and procedures.
- ▶ Able to ensure a strong accounting and operational control environment to safeguard hotel assets
- ▶ Able to assists proactively with cost control requirements.
- ▶ Able to assist with revenue enhancement possibilities.
- ▶ Able to assist with profit improvement opportunities for the hotel operations.
- ▶ Able to develop specific goals and plans to prioritise, organise and accomplish the work.
- ▶ Assists in the building of an efficient and professional team of employees within Finance and Accounting Department.
- ▶ Monitors all local tax compliance that applies, and ensuring that taxes are charged correctl and collected.
- ▶ File the local tax with the concerned authority on a monthly/regular basis.
- ▶ Monitor and improve hotels operation costs, profitability and manage business risks.
- ▶ Ensures profits and losses are documented accurately.
- ▶ Ensures property policies are administered fairly and consistently.
- ▶ Achieves and exceeds goals including performance goals, budget goals, team goals, etc.
- ▶ Oversees internal, external and regulatory audit processes.
- ▶ Conduct regular weekly finance department meetings.
- ▶ Celebrates successes by publicly recognising the contributions of team members.
- ▶ Provides excellent leadership by differentiates top performers, fosters teamwork and also able to encourages work/life balance.
- ▶ Establishes and maintains open, collaborative relationships with employees.
- ▶ Ensures employees establish and maintain open, collaborative relationships within their team.
- ▶ Participates in the employee performance appraisal process, providing feedback as needed.
- ▶ Responsible to ensure disciplinary procedures and documentation are completed according to hotels standard.
- ▶ Any other tasks as and when required by the management.

Taxation

- ▶ Deliver a full range of tax services in compliance with laws and regulations within timeframe
- ▶ Build relationships and interact with clients to provide excellent planning, consulting and expertise
- ▶ Provide innovative tax planning and review complex income tax returns
- ▶ Identify and mitigate tax risks
- ▶ Coordinate accounting staff and assess their performance
- ▶ Manage tax provision and tax compliance process
- ▶ Improve processes by developing or implementing best practices
- ▶ Manage and coordinate tax audits
- ▶ Maintain tax balances on general ledger
- ▶ Prepare all tax papers in regular basis and handle all information data requests

Stake holder / Owner management

- ▶ Being in touch with owners / owning board / OB representative on regular basis.
- ▶ Ensuring that the FPHL Value Proposition to the OBs/ Units are delivered and also adequately marketed/ communicated to the OBs.
- ▶ Having regular informal conversations with the owners and handling their issues sensitively adopting a win-win approach.
- ▶ Encouraging OBs to adhere to the terms of the agreement.
- ▶ Ensuring that the Outstanding with the Units do not go beyond 40 days from the invoice date.
- ▶ Staying abreast with the developments in the market about topics such as development/ conversion of new properties, changes in the portfolios/ incumbents in competition, etc.

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	Medium PC skills including Word, Excel and
Communication Skills	Demonstrated effectiveness in written and verbal communication
Business Travel	As and when required. Approximately 20% of the time.

Education/Experience

Education	CA with Financial Backgroud in Hospitality Industry
Experience	Proficiency in Microsoft Office applications and ERP Systems. Experience in Client Engagement and achieving Collection targets.

FPHL Leadership competencies

STRATEGIC MINDSET	<ul style="list-style-type: none"> • 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 how 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. • Recognizes implications of decisions and alternatives.
CUSTOMER FOCUS	<ul style="list-style-type: none"> • 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.
- Execute all relevant compliances and documentation within prescribed schedules.

LEADING CHANGE

- 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
MANAGEMENT**

- Understands the expectations and desires of various partners (property Owners and Owing 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.