

**Assistant Manager, 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 / GMLL 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	Strong understanding of Accounting Standards, Accounting Principles, Direct Taxes, Indirect Taxes, Uniform System of Accounts for Lodging Industry. Excellent eye for detail and ability to work independently in tight deadlines Robust organization and time management skills Ability to work collaboratively with all HODs across the unit.
Computer Skills	Advanced PC skills including Word, Excel, PowerPoint and Outlook Should be able to independently create business case presentations, detailed excel reports/ analysis for internal/ external stakeholders.
Communication Skills	Demonstrated effectiveness in written and verbal communication
Business Travel	As and when required.

**Education/Experience**

Education	Master's Degree in Commerce/ Business Finance/ Business Administration
Experience	Proficiency in Microsoft Office applications and ERP Systems Working knowledge of Accounting Standards, Taxation Laws, Working Capital Management, Financial Planning and Reporting. 5-8 years of relevant experience in same or similar job role.

## 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 MANAGEMENT**

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

- 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.