



JOB DESCRIPTION

Job Title: Finance Manager – Hotel
Reports to: Group Finance Director
Department / Area: Finance
Location: The Ageas Bowl, Southampton – Main Office

JOB PURPOSE:

Responsible for all aspects of Finance for the Hotel operations covering Hampshire Leisure Hotels Limited and Beefy's Restaurants Limited. Senior Member of the Finance team with line manager responsibility for two finance team members.

The business encompasses a 171 bed Hilton managed 4 star Hotel with Beefy's restaurant, Spa, 18 Hole Boundary Lakes Golf Course and 500 capacity ballroom.

KEY RESPONSIBILITIES:

- Business Partner to the Hotel General Manager, Director of Operations, Hotel Commercial Director and the Director of Golf.
- Responsibility for review and continuous improvement within the business process framework of all accounting and finance team processes.
- Drive profitability in the Hotel via providing insight on opportunities to drive revenues and instilling a culture of cost consciousness and best value procurement.
- Production of monthly Management Accounts including Profit and Loss accounts, Balance Sheets and Cash Flow Statements. Ensuring accounting policies are in line with UK GAAP.
- Preparation of Owners meeting pack and attendance at Monthly Owners meeting
- Preparation of Board Finance Report and attendance at Quarterly Board meetings
- Work with the Group Finance Director on co-ordination and generation of budgets and forecasts, including in particular weekly wage and revenue analysis.
- Reviewing business financial performance and recommending areas of focus and improvement.
- Oversee working capital, including billing and collection and debtor management.
- Manage fixed asset registers.
- Reconciliation of Hotel and Royalty revenues to third party reports and other supporting documentation.
- Responsibility for monthly Hotel payroll.
- Reconciliation of monthly Golf & Spa direct debit collections
- Dealing with HMRC returns and enquiries.
- Management of the finance system (Netsuite) and reporting tool (Solution 7).
- Liaison with auditors and managing the annual audit process.
- Support the Group Finance Director on ad hoc strategic financial management matters.

Person specification:

Qualifications & Experience

- Qualified member of an accountancy body (ICAEW, ACCA, CIMA or holder of an equivalent qualification) or a finalist
- Degree educated preferable
- Experience of working in the Hotel, Hospitality, Catering, Events & Leisure sectors is desirable
- Experience of producing accounts, KPIs and reports at Board level
- Successful track record of leading a finance function

Skills & Knowledge

- Desirable to have working knowledge of Netsuite
- Advanced Microsoft Excel user
- Desirable to have previous experience working with POS systems and Property Management Systems.
- Exceptional communication skills at all levels
- Emotionally intelligent leader
- Strong technical skills

Personal Qualities

- Commerciality astute
- Articulate & an ability to communicate in an engaging manner
- Approachable
- Professional Manner
- A self-starter, excellent at problem solving
- Team player
- Strong organisation skills and ability to work to hard deadlines
- Ability to handle high levels of pressure and critical decision making
- High levels of integrity and respect
- Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success
- Attention to detail
- The ability to effectively manage and motivate a team and make relevant decisions relating to those employees
- Resilient, with the ability to work calmly and politely under pressure, both on own initiative and as part of a team
- A commitment to own and others' learning
- Strong negotiation and influencing skills
- A commitment to continuous improvement
- We value all our people as individuals, creating an environment where everyone can achieve their potential. Equality, Diversity and Inclusion are at the heart of our values as we require an individual who shares the same passion.

Please apply to Recruitment@ageasbowl.com with a copy of your latest CV and a covering letter.

The closing date for applications is Monday 14th March.