**Chief Accountant总会计师**

**Job Description 职位描述**

**A. POSITION IDENTIFICATION 职位识别**

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| --- | --- | --- | --- |
| **Job Title:**  **职位** | Chief Accountant  总会计师 | | |
| **Job Grade:**  **级别** | 3  3 | **No of Staff supervised directly:**  **直接管理下属** | 4  4 |
| **Department:**  **部门** | Financial Department  财务部 | **No of staff supervised indirectly:**  **非直接管理下属** | 5  5 |
| **Job Purpose:**  **工作目的** | Direct, control and co-ordinate the functions as designated by the Assistant Financial Controller, and Area Financial Controller and ensure the hotel achieves Financial goals.  指导、管理并协调财务副总监及区域财务总监指派的各项工作，并确保酒店财务目标得以实现。 | | |

**B. REPORTING RELATIONSHIP 汇报关系**

AFC

财务副总监

Chief Accountant

总会计师

Accounts Receivable 应收账款会计

Income Auditor

收入审计

Accounts Payable

应付账款会计

General Cashier

总出纳

**C. KEY RESULT AREAS 主要工作职责**

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| 1. To direct, supervise, and coordinate all subordinates to ensure that all day-to-day transactions are completed properly and the daily reports from Night Audit, Income Audit, General Cashier, and Cost Control are prepared on a daily basis for management review.   指导、监督并协调下级员工，以确保妥善地完成所有日常交易，并制作夜审、收入审计、总出纳与成本控制日报表，供管理层审核。   1. To be in charge of monthly closing by the 3rd of the following month and financial reports are produced by 6th the following month.   负责在次月3号之前完成上月度的结账，并在次月6号之前完成相关财务报告。   1. To prepare all accounting and statistical information complete with variance analysis in preparation for the monthly General Manager’s report   准备所有会计和统计信息，连同差异分析，以编制每月总经理报告。   1. To ensure that all accruals and prepayments are accurate with complete back up material on a monthly basis   每月确保所有计提与预支准确无误，相关证明文件齐备。   1. To provide accurate reconciliation of all balance sheet control accounts with complete back up material for the Controller’s review on a monthly basis   每月对资产负债表的所有统制账户进行精确的调整，并备齐相关证明文件，供财务总监审核。   1. To assist in the preparation of the hotel’s annual budget and subsequent forecasting, providing data, statistics and supporting material as required by Department Heads   协助编制酒店年度预算及继后的预测，提供部门主管所要求的数据、统计数字和相关材料。   1. To complete the reconciliation of all accounts by 20th with complete back up materials for Financial Controller’s review on a monthly basis   于每月20号之前完成所有账户的调整，备齐相关证明文件，供财务总监审核。   1. To inspect and supervise the monthly stocktaking on different stores and operating equipments.   检查并监管各库房和运营设备的每月库存。   1. To ensure that all required reports as requested by relevant parties are prepared and submitted by the deadline.   确保在规定日期之前完成并上交有关部门需要的所有报告。   1. To monitor monthly departmental expenditures and advise Financial Controller in the event that any one area is over spending.   监督每月部门经费，如有某方面超支，应提请财务总监注意。   1. To advise Financial Controller in the event of any bad debts or non-approved credit.   提请财务总监注意坏账或未授权信贷。   1. To ensure purchasing and payment procedures strictly observed according to hotel policy.   确保采购和付款程序严格按照酒店政策执行。   1. To maintain efficient administration within the department.   保持高效的部门内部管理。   1. To coach, counsel, discipline, and develop subordinates.   对下级员工作出指导、给出建议，进行管理并开发其潜力。  15.To Financial Controller with other job-related matters  协助财务总监办理与工作相关的其他事宜。 |

1. **GENERAL 一般要求**

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| 1. Contributes to the morale and team spirit of the hotel by maintaining effective relationships with hotel colleagues   与酒店同事保持良好关系，提升酒店团队精神及士气   1. Performs any additional duties as requested by the General Manager   履行总经理要求的其它职责   1. Stays current with developments in the field of Front Office, and makes appropriate suggestions and recommendations to the General Manager.   掌握前厅部门发展情况，并向总经理作出合理建议和推荐。   1. Is fully conversant with all health, safety, fire and emergency procedures.   熟悉所有健康、安全、防火及应急程序   1. Maintains a high standard of personal hygiene, dress, uniform, and body language.   保持较高的个人卫生、服装、制服及肢体语言标准。   1. Is polite and professional in any situation where the image or reputation of the hotel is represented   在代表酒店形象及声誉的任何场合，保持礼貌及专业素养。   1. Attends meetings and training as required by the General Manager.   按总经理的要求参加会议及培训。   1. Ensure that all activities are carried out honestly, ethically, and within the parameters of local Law   确保所有行为正当、符合道德标准及当地法律规定。   1. Interacts with guests actively soliciting his feedback   积极与客人交流，获取反馈意见。 |

1. **PERFORMANCE EVALUATION CRITERIA绩效评估标准**

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| 1. Provision of timely and accurate financial information提供及时、准确的财务信息  2. Maintenance of audit and internal control procedures遵守审计及内部管控程序  3. Quality of accounts reconciliation账目调整能力  4. Staff training and development员工培训与发展 |

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**B. PERSONAL SPECIFICATION 个人要求**

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| **Job Knowledge**  **工作知识** | 1. Years of related experience  工作年限 | | 3 to 5 years  3至5年 |
|  | 2.Education/qualifications  教育/资格 | | Bachelor in Accounting / Finance major  会计/财务专业学士 |
| **Essential Job Skills**  **必要工作技能** | 1. Good local and English Language skills 中英文良好 2. Strong organizational skills 组织能力突出 3. Ability to lead, motivate and develop a team of individuals 团队领导、激励及发展的能力 4. Detailed knowledge of working practices of Accounts 会计工作实践知识丰富 5. Strong administrative skills 行政能力突出 6. Ability to cope with pressure 抗压力强 | | |
| **Desirable Job Skills**  **理想工作技能** | 1. Detailed knowledge of computer systems 熟练掌握计算机系统的知识 2. Proven track record in hotel of similar standard in similar capacity, within Asia/Pacific 亚太地区同等级酒店工作经历 | | |
| **Physical Requirements**  **身体健康状况** | 1. In possession of all key faculties   具备所有主要能力 | | |
| **Level of Independence**  **独立程度** | Makes decisions within policy. Is required to perform independently and proactively without strong guidance  根据政策作决策，不需过多指导，可独立、主动地履行工作职责。 | | |
| **Level of Thinking**  **思考能力** | Type of Thinking思考类型 | Difficult - may face situations that require modification of methods or techniques.  难——可处理需改变方法或技巧的情况 | |
| **Communication/**  **Interpersonal skills**  **沟通/人际交往能力** | 1. Skill level   能力水平 | Good interpersonal skills required. Interacts mainly with colleagues and occasionally with guests.  良好的人际交往能力。主要与同事交流，有时可能与客人交流。 | |
|  | 1. Language Skills   语言能力 | Deals or negotiates in Chinese and English.  运用中文及英文交流 | |

**C. CONFIRMATION OF EMPLOYMENT REQUIREMENTS 聘用要求及确认标准**

1. Proficiency in role at required level 工作能力达到要求
2. Conversant with relevant emergency procedures 熟悉相关应急程序
3. Knowledge of relevant rules and regulations 了解相关规章制度
4. Knowledge of the company, hotel, and its environment 了解公司、酒店及周围环境
5. Knowledge of relevant safety and security procedures 了解相关安全与安保程序
6. Knowledge of relevant guest satisfaction standards 了解相关客人满意标准
7. English Language requirements met or exceeded 英语水平达到或超过要求