**Assistant Financial Controller副财务总监**

**Job Description 职位描述**

**A. POSITION IDENTIFICATION 职位识别**

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| **Job Title:**  **职位** | Assistant Financial Controller  副财务总监 | | |
| **Job Grade:**  **级别** | 4  4 | **No of Staff supervised directly:**  **直接管理下属** | 2  2 |
| **Department:**  **部门** | Financial Department  财务部 | **No of staff supervised indirectly:**  **非直接管理下属** | 10  10 |
| **Job Purpose:**  **工作目的** | To assist FC to achieve the financial goals and objectives of hotel and ensure accounting and control procedures are in place in accordance with company policy and local requirements and regulations.  协助财务总监实现酒店的财务目标，并确保会计和管控程序得以实行，且符合酒店政策和当地规定。 | | |

**B. REPORTING RELATIONSHIP 汇报关系**

Financial Controller

财务总监

Assistant Financial Controller

副财务总监

Chief Accountant

总会计师

**C. KEY RESULT AREAS 主要工作职责**

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| I. Administratively Responsible:  行政职责   1. To maintain adequate financial control and to produce reliable accounting records and financial data to the operation management for decision-making.   维持适当的财务管控，编制可信的会计记录和财务数据，供运营管理层作决策。   1. To ensure hotel operation complied with the hotel management agreement and the local statutory / fiscal requirements.   确保酒店运营遵守酒店管理合同、当地法规或财政要求。   1. To ensure the corporate reporting requirements meet in a timing basis.   确保按时上交集团要求的报告。  4. To maintain an adequate internal control system for a most cost-effective control of hotel’s assets and profits is in place.  实行适当的内部管控制度，以最低成本管理酒店资产和收益。  5. To produce timely financial reports and statistics as required by head office and local regulations.  按照总部和当地法规要求，按时出具财务报告和统计数字。  6. To comply with all standard operating procedures (SOP) and other policies issued by head office.  遵从总部发布的所有标准操作程序和其他政策。  7. To assist FC to obtain proper permits and license for importation, currency transfers, tax registration, and hotel operation.  协助财务总监取得进口、货币兑换、税务注册和酒店运营相关执照和许可。  8. To ensure the local tax matters including business tax, company income tax, and personal income tax including tax-saving, proper deduction, and remittance of tax payment are adequately handled in conjunction with the owner.  与业主一起，确保地方税务事宜得到妥善处理，包括营业税、公司所得税、个人所得税的节税、适当减税和缴税。  9. To maintain an adequate purchasing procedure to ensure the purchases are made in the most cost efficient way.  保持适度的采购程序，确保所购物品具有高性价比。  10. To assist FC to approve, update and safe keep all contracts, leases and other legal documents and ensures their safekeeping.  协助财务总监批准、更新及妥善保管所有合同、租约和其他法律文件。  11. To ensure that allowances, adjustments, purchase requests, checks and other documents are approved accordingly.  确保折让、调整、请购单、支票和其他文件得到相应批准。  12. To assist FC to maintain adequate insurance coverage for all entities supervised.  协助财务总监为所管理的所有酒店购买适当保险。  13. To assist FC to ensure the operation compliance with company policies and procedures to improve the accounting controls in hotel.  协助财务总监，确保运营符合酒店政策与程序，以提高酒店的财务管控。  14. To assist FC to maintain adequate the security and backup procedures related to Information System Management for financial system.  协助财务总监，为财务制度维持适当的与信息系统管理有关的安全与备份程序。  15. To report and keep FC updated of all major financial matters.  向财务总监汇报，并使其随时了解所有重大财务事宜。  16. To provide full co-operation to external auditors by using the client assistance package in the annual external audit.  使用客户帮助组件，全力配合外部审计师作年度外部审计。  II. Operationally and Commercially Responsible:  运营与商业职责  1. To prepare financial and other information to aid the decision-making process of operations.  提供有助运营决策的财务和其他信息。  2. To interpret and use the information for the maximization of the profit potential of operations.  解释并运营该信息，使运营盈利潜力最大化。  3. Budgeting – to use annual profit, history trend, capital, cash, and any other short-term (one year) plan for hotel in a format set by head office.  预算——使用总部指定的格式，运营年利润、历史趋势、资本、现金和其他所有短期（一年）计划制定酒店预算。  4. Variance Analysis – to report in a format on the actual performance compared to plan and/or forecast with appropriate commentary explaining causes, effects, and remedial actions being taken to achieve the plan.  **差**异分析——使用指定格式，对比计划，汇报实际运营表现并/或预测，使用适当的评论，解释因果，及为达成计划要采取的措施。  5. Short-term Forecasting – to prepare the monthly profit forecast for next 3 months compared to the plan after discussion with General Manager and concerned department heads.  短期预测——经与总经理和相关部门主管讨论后，对比计划，每月编制继后3个月的利润预测。  6. Long-term Projecting - to prepare the annual operating budget and 5-year rolling budgets.  长期计划和战略规划——编制年度运营预算和五年滚动预算。 |

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 directed by FC.   履行财务总监要求的其他职责。   1. Stays current with developments in the field of Finance, and makes appropriate suggestions and recommendations to Area FC.   掌握财务部门发展情况，并向区域财务总监作出合理建议和推荐。   1. Is fully conversant with all health and 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 FC.   按财务总监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 laws.   确保所有行为正当、符合道德标准及当地法律规定。 |

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

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| 1.Production of timely and efficient financial information.提供及时、准确的财务信息。  2.Achievement of hotel’s financial goals and targets.实现酒店财务目标。  3. Staff training, career development, and succession plan.员工培训、职业发展和继任计划。  4. Efficiency of internal control procedures.有效的内部管控程序。 |

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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 | | 2 to 3 years  2-3年 |
|  | 2.Education/qualifications  教育/资格 | | Bachelor or a higher level of academic degree plus certified or charted certificate of accountant  学士或更高级别学位，持有注册会计师资格证 |
| **Essential Job Skills**  **必要工作技能** | 1. Excellent English and Chinese skills in speaking, writing, and comprehension 优秀的中英文说写和理解能力 2. Sound background of hotel / hospitality industry 出色的酒店业背景 3. Professional competence on finance and accounting 财务会计方面专业知识 4. Computer literate 能够使用电脑 5. Strong management skills 管理能力突出 6. Strong administration skills 行政能力突出 7. Strong communication skills 组织能力突出 | | |
| **Desirable Job Skills**  **理想工作技能** | 1. Working knowledge of local language. 工作所在地语言知识 2. Strong team building and training bias. 突出的团队建设和培训能力。 3. Strong leadership to direct a capable finance team 突出的领导能力，能够领导财务团队 4. Proven track record in 4 or 5 star hotel globally 全球4星或5星酒店工作经历 | | |
| **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** | Determines policy within strategic guidelines. Is required to perform independently and proactively without strong guidance.  在战略指导范围内决定政策。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 | Adaptive uses previous experience to provide effective solutions to challenges.  适当地运用过去的经验，提供有效的解决方法应对挑战。 | |
| **Communication/**  **Interpersonal skills**  **沟通/人际交往能力** | 1. Skill level   能力水平 | Good interpersonal skills required. Interacts principally 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 English and Chinese.  Advantageous to have working knowledge of local language.  运用中文及英文交流。具备当地语言的工作知识优先。 | |

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

1. Proficiency in the 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