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Title: 职位名称	Director of Finance and Controlling 财务总监
Department: 部门	Finance 财务部
Hierarchy: 等级	Reporting to VP – Finance 向财务副总裁汇报
Direct Subordinates: 直接下属	Deputy Financial Controller, Financial Controller, Purchasing Manager 财务副总监、财务运营副总监薪资主管、采购经理
Indirect Subordinates:	Chief Accountant, Cost Controller, Payroll Master 间接下属总会计师，成本控制经理，薪资主管
Category/Level: 类别/等级	Level 2 2级

Scope/职责范围:

- The purpose of this position is to provide continuous leadership in the financial area by providing management with guidance and training in terms of; focusing on the profitability of the business; maintaining accurate and timely financial reporting; ensuring acceptable levels of internal control; ensuring compliance with all regulations and policies and procedures; and safeguarding owners/investors assets.
该职位的目的是为管理人员提供指导和培训方面的支持，从而提供财务领域的持续领导；注重企业的盈利能力；保持准确、及时的财务报告；确保可接受的内部控制水平；确保遵守所有的法规、政策和程序；维护所有者/投资者的资产。

Responsibilities and Obligations/职责和义务:

- Effectively manage and communicate cash flow related issues. This will include the accurate and timely preparation of cash flow statements, management of receivables, payables, cash balances, control mechanisms and timely deposits.
有效地管理和沟通现金流量相关的问题。这包括准确、及时编制现金流量表，应收账款、应付账款、现金余额、控制机制和及时存款的管理。
- Monitor hotel revenues/expenses and ensure the accurate recording as per hotels's established guidelines. Investigate and critique variances to plan or to prior year and offer practical improvement methodologies to management.
监督酒店收入/费用，并确保按照行政套房酒店的既定准则准确记录。调查、评论与计划或前一年的不一致处，并向管理部门提供切实可行的改进方法。
- Monitor the capital planning process by assisting management with the calculation of return on capital improvements, gathering support and monitoring the bid process, ensuring proper upkeep of the property by evaluating scope of work and specifications.
监督资本规划过程，即：协助管理资本回报率计算的改进、收集支持和监督投标过程，通过评估工作范围和规范确保妥善维护财产。
- Ensure compliance with all contracts, legal agreements and the proper execution of all operational taxes, assist management in maintaining all licenses, permits, insurance and other regulatory contracts.
确保遵守所有的合同、法定协议，并正确缴纳各种营业税,协助所有执照、许可证、保险及其他监管合同的维护管理。
- Analyse financial data and operations in order to advise management and to assist in achieving and maintaining the hotel's financial objectives.



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分析财务数据和运作，以便向管理部门提供建议，并协助实现和保持酒店的财务目标。

- **Maintain compliance with the Corporate Finance Manual and all the policies and procedures documented in the manual.**
保持遵守《公司财务手册》以及手册中载明的所有政策和程序。
- **Establish and continually audit all internal financial controls including purchasing, cash handling and disbursements, inventories, hotel assets, master keys, payroll and employee records.**
规定并持续审核所有的内部财务控制，包括采购、现金处理和支出、存货、酒店资产、万能钥匙、工资表和员工记录。
- **Hire, train, supervise and develop staff, including coaching, counselling and discipline.**
招聘、培训、监督和培养员工，包括指导、辅导和纪律。
- **Maintain compliance with hotel standards and regulations to ensure safe and efficient operation of the hotel.**
保持遵守酒店标准和规定，以确保酒店安全、有效运营。
- **Ensure the proper utilisation, maintenance and periodic upgrades of all Information Technology equipment (where responsible).**
确保正确使用、维护所有信息技术设备，并定期升级（负责）。
- **Direct or prepare all financial reports in accordance with corporate requirements meeting various due dates.**
按照酒店的要求指示其他人编制或亲自编制不同截止日期的所有财务报告。
- **Conducts and/or attends and contributes to periodic meetings to maintain favourable working relationships with the management team and promote maximum morale, productivity and efficiency i.e.**
主持和/或参加、促成定期会议，以和管理团队保持良好的工作关系，最大程度地提升士气、生产力和效率，即

- Executive Committee 执行委员会
- Financial Review 财务评论
- Credit and Collection 信贷与收款


- Sales and Service 销售与服务
- Budget and Forecast 预算及预测
- Cash Flow Projections 现金流量计划

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- **Maximise efforts toward productivity, identify problem areas and assist in finding and implementing their solutions.**
竭尽全力提高生产率，找出问题的所在，并协助寻找和实现其解决方案。
- **Maintain accurate job description for department staff.**
保持部门员工的准确职位描述。

Security, Safety and Health/保障、安全和健康:

- **Maintains high confidentiality in regards to guest privacy.**
严格保守客人隐私信息相关的机密。
- **Reports any suspicious behaviour of guests and staff to the General Manager and Security.**
将客人和员工的任何可疑行为汇报给总经理和保安处。
- **Notifies housekeeper regarding lost and found objects.**
将失物招领处的物品通报给客房部经理。
- **Ensures that all potential and real hazards are reported appropriately immediately.**
确保及时汇报潜在危害或实际危害。
- **Fully understands the hotel's fire, emergency, and bomb procedures.**
充分了解酒店消防、应急和防爆相关的规程。
- **Follows emergency procedures to provide for the security and safety of guests and employees.**
遵循应急程序以确保客人和员工的安全。

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- Works in a safe manner that does not harm or injure self or others.
以不损害或伤害自己或他人的安全方式工作。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预测可能或潜在的隐患和情况，并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持个人卫生、衣着、制服、仪容仪表、身体语言和行为举止达到最高标准。

Competencies/能力要求:

- Must be able to clearly convey information and ideas including complex or technical issues, orally and in writing.
必须能够清楚地以口头和书面形式传达信息和思想，包括复杂的问题或技术问题。
- Must be able to evaluate and select amount alternative courses of action quickly and accurately.
必须能够快速、准确地评价和选择替代行动方案。
- Must work well in stressful, high pressure situations and manage priorities.
必须能够在紧张、压力大的情况下工作，并能处理优先事项。
- Must be effective in handling problems in the work place, including anticipating, preventing, identifying, and solving problems as necessary.
必须能够有效处理工作场所的问题，包括必要的预测、预防、识别和解决问题。
- Must have the ability to assimilate complex information, data, etc. from disparate sources and consider, adjust, or modify to meet the constraints of the particular need.
必须有能力吸收来自不同来源的复杂信息、数据等，并考虑、调整或修改，以适应特殊需要的约束。
- Must be effective at listening to, understanding, taking action when required and clarifying the concerns and issues raised by co-workers and guests.
必须能够有效倾听、理解，需要时采取行动，澄清同事和客人提出的问题。
- Must be able to work with, understand and interpret financial information, hotel operations data and complex arithmetic functions.
必须能够合作、理解和解释财务信息、酒店运营数据和复杂的计算函数。
- Must be able to prioritise departmental functions in order to meet deadlines.
必须能够优先处理部门各项职能，以保证按时完成任务。
- Must be able to make decisions that are always sound and of the highest professional standard.
必须能够做出可靠的、具有最高专业标准的决定。
- A college/university degree with an accounting/finance concentration or at least six years of related progressive experience in hotel accounting on related field.
会计/金融专业大学或本科学历或具有酒店会计或相关领域至少六年以上相关经验者。

Interrelations/相互联系:


Liaises with all departments to ensure smooth operation and develops effective relationships with guests, business partners, local community, local authorities and intermediaries in order to create optimal business opportunities and community relations for the hotel.

与各部门保持联络，以确保平稳运作，并与客人、商业伙伴、本地社区、地方当局和中介机构建立有效的合作关系，以便为酒店创造最佳的商业机会和社区关系。

Work Conditions/工作条件:

Regular hours with extra times occasionally.

工作条件：正常工作时间与偶尔的加班时间。

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Date : _____
日期

Reviewed By : _____
审核人

Approved By : _____
审批人

I _____ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

本人_____已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature
员工签字

Date
日期