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Title: 职位	Financial Controller 财务运营副总监
Department: 部门	Finance 财务部
Hierarchy: 等级	Reporting to Director of Finance 向财务总监汇报
Direct Subordinates: 直接下属	Cost Controller, Accounts Receivable Officer, Outlet Cashiers 成本控制经理, 应收会计, 各部收银员
Indirect Subordinates: 间接下属	Store Supervisor, Storekeeper, Receiving Clerk, Cost Clerk 库存主管, 仓库管理员, 收货员, 成本控制文员
Category/Level: 类别/等级	Level 3 3级

Scope/职责范围:

- The purpose of this position is to provide continuous leadership support to the Director of Finance & Controlling in the controlling and financial area by providing support, guidance and training in terms of: focusing on day to day operation of the Controlling Dept: maintaining accurate and timely financial reporting; maintaining good levels of internal control; implementing and ensuring compliance with all regulations and policies and procedures.
该职位的目的是在指导和培训方面提供支持, 从而为财务领域的财务总监提供持续的领导支持; 关注财务部的日常运作; 保持准确和及时的财务报告; 保持良好的内部控制水平; 实施并确保遵守所有的法规、政策和程序。

Responsibilities and Obligations/职责和义务:


- Oversees management of receivables and all different type of costs within the hotels premises.
监督应收账款以及所有酒店内不同的成本管理。
- Supervises month end closing procedures and the preparation of month end reports by established due dates.
监督月末结算程序和既定到期日月末报表的编制。
- Assists the Director of Finance in monitoring hotel revenues/expenses and ensure the accurate recording as per Hotel's established guidelines. Investigate and critique variances to plan or to prior year and report back to Director of Finance & Controlling.
协助财务总监监督酒店收入/费用, 并确保按照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, 并向财务总监汇报。
- Ensure compliance with all contracts, legal agreements and the proper execution of all operational taxes.
确保遵守所有的合同、法定协议, 并正确缴纳各种营业税。
- Assists the Director of Finance & Controlling in analysing financial data and operations in order to advise management and to assist in achieving and maintaining the hotel's financial objectives.
协助财务总监, 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。

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- Implement and continuously maintain compliance with the corporates Finance & Controlling Manual and all the policies and procedures documented in the manual.
实施并保持遵守酒店的财务手册以及手册中载明的所有政策和程序。
- Continually audit all internal financial controls and ensure monthly section checklists are completed by established due dates.
持续审核所有的内部财务控制，并确保在既定的到期日完成月度检查表。
- Ensure Finance staff adheres to planned trainings and encourage continuous development with coaching, counselling and discipline.
确保财务人员参与有培训的计划，鼓励指导、咨询和纪律方面的持续发展。
- Maintains calendar with all internal control procedure and respective training events.
制定有关内部控制流程和相关培训的日程表。
- Verifies Expense Reports of and Allowance Systems for management and associates.
为管理层核实费用报告和津贴系统。
- Keeps an overview on office items and office maintenance.
总体上监督办公室用品和办公室维护。
- Ensures proper filing system in all administrative offices within the hotel.
确保酒店内所有行政办公室都具备恰当的存档系统。
- Deals with insurance companies to ensure a sufficient and ongoing insurance in all respect of the hotel's operation.
同保险公司合作确保酒店运营具备充足和持续的保险。
- Trains and supervises all outlet cashiers, plan their working schedules with particular focus also on individual events.
培训并监督所有营业点收银员，针对不同个人情况来计划他们的工作时间。
- Develops and carries out in coordination with Director of Finance & Controlling as well as General Manager internal control systems.
同财务总监和总经理一同制定和实施内部控制系统。
- Supervises physical inventory takings and control as well as purchase of small operating equipment and other fixed assets while complying with respective procedures.
监督仓库盘点和控制，以及小型运营和其他固定资产设备的采购，确保均按照其流程开展。

Security, Safety and Health / 保障，安全及健康:

- Maintains high confidentiality in regards to guest privacy.
关于客人隐私，保持高度机密性。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
如遇客人或员工有任何可疑行为，及时向总经理及安保部门反映。
- Notifies housekeeper regarding lost and found objects.
遇到任何遗失物品，及时告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.
适时及时地报告任何潜在或真实的危险。
- Fully understands the hotel's fire, emergency, and bomb procedures.
熟知酒店火灾，紧急情况以及爆炸疏散预案。
- 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.
以文明安全的方式工作，避免伤及自身及他人。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预见可能的危险和情况，并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持最佳的个人卫生，着装，仪容仪表，肢体语言及行为。


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.
必须能够有效地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 is preferred with an accounting/finance concentration or at least five 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酒店会计或具有相关领域至少五年以上相关经验者优先考虑。

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。

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Work Conditions 工作条件:

Regular hours with extra times occasionally.
 正常工作时间与偶尔的加班时间。

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