

## Job Description

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| <b>Job Title: Financial Controller</b> | <b>Salary: £35k - £40k + Bonus potential</b> |
| <b>Department: Accounts</b>            | <b>Reporting to: Managing Director</b>       |

### The Company

The Clandeboye Lodge is one of Northern Ireland's top hotels incorporating 43 rooms, the Coq & Bull brasserie and hosting over 300 events per year, with front and back of house services and support delivered by an exceptional team of 100 full-time and part-time employees.

### About the role

- Full responsibility for the day-to-day management of the finance function to include the ongoing development and implementation of internal control procedures
- Daily reconciliation of revenues, cash and credit cards ensuring accurate transfer of sales from point of sale system to Sage Line 50 Investigate and report any discrepancies
- Bank account and balance sheet account reconciliations
- Payroll processing for fortnightly and monthly employees and associated reporting
- Monitoring food and beverage cost of sales and prepare F&B cost and gross profit variation reports
- Preparation, review and submission of VAT returns
- Providing senior management with accurate, timely and comprehensive financial information
- Assisting with the preparation of budgets and developing financial strategies
- Preparing cash flow reports
- Preparation of files and paperwork to assist with the year end statutory accounts and overseeing the annual audit
- Providing required reports to company lenders and assisting the MD in contract negotiations
- Assessing the viability and commercial prudence of capital investments projects at the hotel
- Managing the hotel's IT support function

### **Key Competencies:**

- Recognised professional accounting qualification from a professional institution (ACA, ACCA, CIMA)
- Experience in cash flow planning, budgeting and monthly reporting
- First-class IT skills including advanced knowledge of Microsoft Excel, and excellent working knowledge of Sage 50 Cloud Accounts and Sage 50 Cloud Payroll
- Leadership and ability to manage and motivate a small team
- Self-starter and problem-solver, motivated to deliver responsive, proactive support to all heads of departments
- Excellent written and verbal communication skills
- High attention to detail, organized and analytical
- Be empathetic when interacting with colleagues and suppliers
- Experience of, and ability to meet, short deadlines when preparing financial information and reports
- Experience of dealing with banks and other institutional lenders
- Working as part of a professional management team with the objective of continued improvement in customer service

### **Desirable Competencies:**

- Experience in managing the finance function in a hotel or hospitality environment would be an advantage

### **Your rewards:**

In addition to a competitive salary, we offer flexibility on working hours and free staff meals during working hours

If you want to treat your friends and family, we'll give you 50% off food, special family and friends rates for overnight stays and reduced green fees at Blackwood Golf and Clandeboye Golf Club.

And to make your money go further, our employee benefits package includes free membership with [www.perkbox.com](http://www.perkbox.com) for loads of discounts and benefits, including on shopping, cinema tickets, travel, eating out and health.

### **Support for your life inside and outside work:**

To provide you with peace of mind, every employee benefits from our employee support scheme with [www.hospitalityaction.org.uk](http://www.hospitalityaction.org.uk) to give you, and your immediate family members, free access to legal advice, financial support and counselling. We are proud to be an employer who is positive about supporting people's mental health.

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