



Cardo Hotels – Director of Finance

JOB DESCRIPTION

Job title: Director of Finance

Reports directly to: General Manager

Direct Reports: Accounting Department

Overall Job Purpose

- Functions as the property's strategic financial business leader.
- The position champions, develops and implements property-wide strategies that deliver products and services to meet or exceed the needs and expectations of the brand's target customer and property employees.
- The position provides the financial expertise to enable the successful implementation of the brand service strategy and hotel initiatives while maximizing the return on investment.
- In addition, creates and executes a business plan that is aligned with the property and brand's business strategy and focuses on the execution of financial activities and the delivery of desirable financial results.

Competencies

- Action orientated with a drive for results
- Analytical Skills
- Strong math's skills
- Attention to detail
- Problem solver
- Positive approach
- ERP Software and Opera experience

Qualifications, Skills & Experience

- Fluent in both Italian and English
- Strong understanding of finance and accounting
- Internationally experienced
- Affinity with a more refined lifestyle

Candidate profile

Education and Experience

Minimum 4-year experience in similar role in comparable property with sizeable rooms and meeting spaces.

Preferred:

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- Has demonstrated the ability to always work on behalf of Guests
- Has demonstrated the ability to work with other Team Members
- Successful track record of working in a collaborative/matrixed environment
- Ability to evaluate and identify business opportunities for a business

Principal Accountabilities

Engaging in Strategic Planning and Decision Making

- Develop means to improve profit, including estimating cost and benefit, exploring new business opportunities, etc.
- Analyze information, forecasts sales against expenses and creates annual budget plans.
- Compile information, analyzes and monitors actual sales against projected sales.
- Analyze differences between actual budget wages and forecasted wages for more efficient budget planning.
- Identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Think creatively and practically to develop, execute and implement new business plans
- Create the annual operating budget for the property.
- Provide analytical support during budget reviews to identify cost saving and productivity opportunities for property managers.
- Implement a system of appropriate controls to manage business risks.
- Ensure a strong accounting and operational control environment to safeguard assets, improve operations and profitability.

- Analyze financial data and market trends.
- Lead the development and implementation of a comprehensive annual business plan, which is aligned with the company's and brand's strategic direction.
- Provide ongoing analytical support by monitoring the operating department's actual and projected sales.
- Produce accurate forecasts that enable operations to react to changes in the business.

Leading Finance Teams

- Utilize interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision-making; demonstrates honesty/integrity; leads by example.
- Communicate the strategic goals, the focus and the owner priorities to subordinates in a clear and precise manner.
- Leverage strong functional leadership and communication skills to influence the executive team, the property's strategies and to lead own team.
- Oversee internal, external and regulatory audit processes.
- Provide excellent leadership by assigning team members and other departments managers' clear accountability backed by appropriate authority.
- Conduct annual performance appraisals with direct reports according to standard operating procedures.

Anticipating and Delivering on the Needs of Key Stakeholders

- Attend meetings and communicating with the owners, understanding the priorities and strategic focus.
- Understand and meet the needs of key stakeholders (owners, corporate, guests, etc.).
- Advise the GM and executive committee on existing and evolving operating/financial issues.
- Communicate financial concepts in a clear and persuasive manner that is easy to understand and drives desired behaviors.
- Demonstrate an understanding of cash flow and owner priorities.
- Manage communication with owners in an effective manner.
- Manage property working capital and cash flow in accordance with brand standard operating procedures and owner requirements.
- Facilitate critique meetings to review information with management team.

Developing and Maintaining Finance Goals

- Ensure Profits and Losses are documented accurately.
- Monitor all taxes that apply, ensuring that taxes are current, collected and/or accrued.
- Submit reports in a timely manner, ensuring delivery deadlines.
- Develop and support achievement of performance goals, budget goals, team goals, etc.
- Improve profit growth in operating departments.
- Review audit issues to ensure accuracy.

- Monitor the purchasing process as applicable.

Managing Projects and Policies

- Generate and provide accurate and timely results in the form of reports, presentations, etc.
- Reconcile balance sheet to ensure account balances are supported by appropriate documentation in accordance with standard operating procedures.
- Ensure that the P&L is accurate (e.g., costs are properly matched to revenue; costs are recorded in the proper accounts).
- Ensure compliance with management contract and reporting requirements.
- Ensure compliance with standard and local operating procedures.
- Ensure compliance with standard operating procedures.

Managing and Conducting Human Resource Activities

- Ensure team members are cross-trained to support successful daily operations.
- Ensure property policies are administered fairly and consistently.
- Ensure new hires participate in the department's orientation program.
- Ensures new hires receive the appropriate new hire training to successfully perform their job.
- Create appropriate development plans which develop team members based on their individual strengths, development needs, career aspirations and abilities.
- Conduct performance review process for employees.
- Participate in hiring activities as appropriate.

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