



Cardo Hotels – Assistant Financial Controller

About Cardo

Located within the heart of Europe and one of the Brussels's most vibrant areas, Cardo Brussels Hotel is the new and trendy landmark in the neighborhood and the most distinctive luxury lifestyle hotel in the city, catering to both selective leisure guests and business travelers. The hotel will offer contemporary wellness and dining experiences, 532 stylish rooms & suites, as well as 1500m2 of MICE facilities and amenities.

Cardo is a brand built on a culture of emotional intelligence and sublime hospitality, designing experiential places for individual wellbeing and corporate culture optimization. Our purpose is to make city breaks and workcations less apologetic, more purposeful and tuned to the self.

Overall Job purpose

As Assistant Financial Controller, you support the Director of Finance in the day-to-day management of the Accounting department and act as a key business partner to the hotel's management team. You are responsible for the accuracy and timeliness of the financial reporting, the quality of the internal controls and the supervision of the accounting team, and you step in for the Director of Finance in their absence.

Key Responsibilities

Kindly note the below tasks and responsibilities serve as a general guideline and are not exhaustive; ad hoc duties may be required as requested by the Director of Finance, General Manager or Director of Operations.

Financial Reporting & Month-End

- Take responsibility for the month-end and year-end closing: journal entries, accruals, balance sheet reconciliations and preparation of the monthly financial statements for the General Manager and Department Heads
- Review and reconcile asset and liability accounts (bank, receivables, payables, deposits, deferred revenue, etc.)
- Review the daily income journal and revenue audit; ensure revenue is correctly recorded and that cash and credit card settlements reconcile
- Prepare and analyse management reports and KPIs (revenue, costs, profitability, variances vs budget and forecast) and give meaning and context to the results
- Check figures, postings and documents for correct entry, accuracy and proper codes

Budgeting & Forecasting

- Support the Director of Finance in the preparation of the annual budget and periodic forecasts, coordinating the process with the Department Heads
- Monitor financial performance against budget and forecast, analyse variances and propose corrective actions

- Assist with investment plans and monitor capital expenditure
- Monitor cash flow and working capital, including weekly cash planning

Controls, Audit & Compliance

- Ensure that internal controls and the Marriott and Cardo financial policies and procedures are applied; report any weakness to the Director of Finance
- Coordinate internal, external and statutory audits; prepare the audit files and follow up on findings
- Ensure compliance with Belgian accounting, VAT and tax obligations
- Control cash handling and banking (safes, cash deposits, transfers)

Team Leadership & Business Partnering

- Supervise and coach the Accounting Supervisor and the accounting team; contribute to recruitment, training and development
- Act on behalf of the Director of Finance in their absence
- Coach Department Heads on the financial performance of their department and explain accounting policies and procedures
- Advise the Director of Finance and the General Manager on existing and evolving financial matters
- Maintain confidentiality of proprietary information; protect company assets
- Perform other reasonable job duties as requested by the Director of Finance

Just some requirements

- Bachelor's or Master's degree in Accounting, Finance or a related field
- Minimum 4-5 years of experience in accounting or finance, ideally in a hotel or hospitality environment, including experience supervising a team
- Strong knowledge of hotel accounting (income audit, accounts payable and receivable, balance sheet reconciliations) and of the month-end closing process
- Good knowledge of Belgian accounting standards and VAT
- Proficiency in Opera and advanced Excel skills
- Fluent in English and French; Dutch is an asset
- Analytical mindset, rigour and ability to prioritise and meet tight deadlines
- Able to explain financial results clearly to non-financial colleagues

Working Conditions

- Permanent contract (CDI) — full time (Category IX, PC 302 reference function 818)
- Standard office hours, with occasional flexibility as required by business needs
- Full reimbursement of STIB/SNCB public transport pass
- Meal vouchers of €10/day worked, eco-vouchers
- Hospitalisation insurance
- Access to internal training and Marriott opportunities

<http://cardohotels.com/>