**Finance Manager**

Our client is an upcoming boutique hotel located in a highbrow area of Port Harcourt, Rivers State, Nigeria. It boasts of state-of-the art facilities comparable to what is obtainable in other world-class hotels around the world. The hotel, to be opened soon, will offer best in class service for consistent memorable guest experience. To drive this initiative, we are looking for a hospitality leader to fill the position of Finance Manager.

**Job Purpose**: The Finance Manager is responsible for all hotel accounting and financial controls.

**Key Responsibilities:**

* Accurately monitor the accounting and auditing functions in the hotel, including credit collection, banking transactions, legal/fiscal obligations of the hotel, internal/income auditing, etc.
* Conduct financial analysis and define the results of the operation of the hotel, including budget preparation, control of hotel expenses, analysis of profit and loss statement, etc.
* Ensure a smooth operation of the department through organization and administration, including internal controls, timely reporting and rendering of operation results, maintaining up to date insurance policies, etc.
* Facilitate employee training, development and communication in the department and liaising with other departments.

**Requirements**: Interested candidates should possess a BSc or HND in Accounting, an ACA and a minimum of 6 years’ work experience, 3 of which must be in an Accounting department in a reputable hotel. In-depth knowledge of computer application, especially the use of Microsoft Excel and other relevant hotel accounting packages is required.

**Method of Application:** Interested applicants should submit their resumes quoting the job title and send to [donechtalent@gmail.com](mailto:donechtalent@gmail.com).

**Application Closing Date:** 26th August, 2022.