JOB DESCRIPTION

JOB TITLE: Income Auditor

DEPARTMENT: Finance

RESPONSIBLE TO: Floating Accountant and Financial Accountant

JOB PURPOSE: Maintain a procedure necessary to verify the accuracy of all revenue and adjustment posting. To investigate all complimentary rooms, market code statistics report, Miscellaneous and Adjustment vouchers, managers checks, rate discrepancy, balancing of all interface system and the accuracy of the Managers Report. To ensure that all revenues are correctly posted into the PMS system and accurately reported in the General Ledger. To check the Trial Balance daily.

SALARY: £17k to £20k per annum depending on experience

HOLIDAY ENTITLEMENT: 20 days + 8 public holidays

Continuous Development

Commitment to Excellence
**Delivery of service and perform work in high quality.**

- Check and verify the Manager Report inputted by the Night Auditor and amend any necessary corrections.
- Daily recording of Management and Adjustment allowances to be communicated to all the Line Managers and the General Manager.

Identifying Opportunities
**To continuously improve work carried out by the hotel by sharing ideas and promoting team work.**

- To ensure that all employees for whom the Post Holder is responsible are fully trained in their duties and that the agreed Training Plan for their Department is adhered to.
- To attend any training courses requested by the Hotel Management for own personal development or for legal compliance.

Drive for Results
**Deliver targets, address performance, SMART objectives**

Inspiring Others

Promotes Teamwork
**Works well with team members and helps colleagues during busy times**
- Participate to departmental cross-trainings and provide help and support to the rest of the team when needed.
- Performs all reasonable tasks requested by the management and relating to the Finance department’s engagement towards the hotel’s goals.

Role Model for others
Gain trust of other employees
- To be positive to ensure others in team progress
- Follow the policies, procedures and Standard of Performance.

Developing People
Coaches, Gives constructive feedback, Develops people
- Fully participates in the training & development of all team members by delivering daily & weekly training as required.
- Assists in the appraisal process & ensures all staff is set and is working towards achieving objectives.

Own Impact
Self Development
Takes ownership for personal development and seeks opportunities to develop
- Conducts self in a professional manner at all times to reflect the high standards of the Hotel and encourage staff to do the same.
- Recognizes any issues which will act as barriers to achieving departmental objectives; informs the Financial Accountant / Assistant Financial Controller of the barriers.
- Highlights all training needs and follow through with the Floating Accountant on a regular basis.
- Must be willing to work a flexible schedule in order to accomplish all major responsibilities and tasks.
- Has a proficient working knowledge of the computer system.
- Has knowledge of best practice of the SOP’s and uses this knowledge to enhance the business.
- Is responsible for ensuring the Hotel Policies, Procedures and Standards relating to health and safety and injury management are maintained.
- Ensures a safe working environment by maintaining equipment, reporting difficulties with equipment and applying good housekeeping measures within the department.

Communication Skills
Good listening skills, talks easily with internal and external customers
- Establish good working relationship with external and internal customers.
- Observes good practices in the office and in the entire Hotel in terms of recycling.

Delivery of Service
Initiative and Motivation
To perform high quality of work at all times
- Prepare a spreadsheet to show the balancing of all interface account.
- Maintain and control the Minibar lost posting for accuracy of write off reporting.
• Check that revenue and adjustment posting for the day are correctly posted using the right revenue and adjustment code and authorized by the Line Managers.
• Maintain a file of all accounting audit reports monthly for internal and external purpose. All filing is to be kept current.
• Daily preparation of Events, Island and Allowances report.
• Preparation and posting of monthly journal vouchers.
• To ensure that all reports exported from PMS to excel to Acom (accounting system) are balanced daily.

Integrity
To ensure that legal requirement are met and maintain an ethical working environment.

• Effective communication with all relevant departments in all levels.
• Act consistently in accordance with clear ethics and values.

GENERAL

• To carry out any reasonable request made by a senior member of management.

• To be fully conversant with:
  The Hotel Fire Procedures
  The Hotel & Company Security Procedures
  The Hotel Health & Safety Policy & Procedures
  The Departmental Standard Operating Procedures

Lancaster London relies greatly on the flexibility of its staff to ensure the continuity of the high standards already achieved. This job description therefore is a guide to the most regular duties and is not an exhaustive list of all aspects of the position. It does not form part of any contract of employment and is subject to amendment or change as may be considered necessary from time to time.

I have read and accepted this job description and understand my responsibilities.

SIGNED ……………………………………………………………………………………………………………………………

PRINT NAME ………………………………………………………………………………………………………………………

DATE ……………………………………………………………………………………………………………………………

THIS JOB DESCRIPTION IS SUBJECT TO CHANGE BY MANAGEMENT AT ANY TIME