



CLUSTER ASSISTANT FINANCIAL CONTROLLER

Brand	Crowne Plaza /Holiday Inn Express	Salary Range	Competitive
Contract	40 hours per week (FT)	Work location	Manchester (M4)
Supports	Accounts team	Reports to	Cluster Financial Controller
Closing date	22.2.19	Additional info	

What you'll be doing!

We are looking for an Assistant Financial Controller to support with and in the absence of the Financial Controller all financial aspects of a multi-site / business. To be able to manage costs, update forecasts and produce accounts. Manage a team within an accounting and Hotel and Operational environment in the absence of the Financial Controller. Manage stock, guest ledgers, AR ledgers, balance sheets, purchase ledgers and complete reports to deadlines in accordance to Financial Controllers requirements.

Who you'll be working for!

Crowne Plaza Manchester City Centre opened its doors in 2008 and has been wowing our guests since then. Perfectly situated in the heart of Manchester in the trendy Northern Quarter, Victoria and Piccadilly Stations and Shudehill Tram and Bus Interchange are all within a short walking distance of this stunning city centre hotel. With the Manchester Arena, The Printworks and the Manchester Arndale centre on our doorstep we attract guests from all over the world for lots of different reasons With 228 bedrooms, a gym, meetings rooms and our cosy and inviting glasshouse bar and restaurant we really are a spectacular place to start your Centre Island career journey.

Opened in September 2011 as Centre Islands first new build property the 198 bedroom Holiday Inn Express Manchester Arena is situated right in the heart of Manchester with the Manchester Arena, The Print works and the Manchester Arndale just minutes' walk from the hotel. Located in the vibrant Northern Quarter we are ideally located for the business and leisure traveller giving our guests the gateway to what the city has to offer.

Our Values

At Centre Island you'll be joining a growing family of 10 hotels with over 800 employees. At Centre Island whether you're working at our branded IHG hotels or our independent boutique, we deliver the brand with Centre Island Values. All our employees are engage &, enthusiastic with a Centre Island personality.

We believe our values are an integral part of our business and our teams strive to always:

- Act with **INTEGRITY** and **CARE**
- Be **ENGAGED** with customers and colleagues alike
- Have **PASSION** and take **OWNERSHIP** in everything they do
- Strive to be **CREATIVE** to continuously improve

What we offer you!

- 28 Days holiday increasing to 33 days after your 5th year of service
- Free meals on duty & full uniform provided
- Access to IHG's worldwide Employee Rate and Friends & Family discount schemes
- Internal Rewards programme where you can get recognised with Love 2 Shop vouchers for demonstrating great work
- Training & Development and the opportunity to work with a fast paced, customer-focused company

Job Profile

Main Duties and Responsibilities:

1. Check Daily Audit Pack
2. Payroll Processing and Payroll Forecasting,
3. Revenue Forecast, Overheads Forecast, Overheads control, ,
4. Stock Controls
5. Guest Ledger, AR Ledger, Deposit Ledger, Balance Sheet, Workpapers
6. Month End, Purchase Ledger
7. Budgets
8. Assist in achieving non financial targets: ie Heartbeat
9. Team management
10. Payroll control
11. Perform other duties as required.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

So go on - show us how your passion and personality are the perfect fit to deliver memorable experiences to our guests!