



## Employment Opportunities

The Elbow Beach Hotel, a 98 room cottage colony situated on 50 acres of beautifully landscaped gardens sloping down to our immaculate private beach, is seeking:

### **FINANCIAL CONTROLLER**

We are seeking to recruit a Financial Controller for Elbow Beach, Bermuda. The successful applicant will report to the General Manager and manage all aspects of the Finance Department.

#### **Areas of responsibility will include:**

- Preparation of Financial Statements on a monthly basis.
- Preparation of management reports and forecasts on a monthly basis.
- Preparation of budgets, business plans and other management tools.
- Maintenance of a fully integrated General Ledger system, including accounts payable, accounts receivable, payroll modules and Information Technology activities.
- Ensuring internal control structure and financial reporting are in compliance with Standards, including ongoing development of internal controls within the organization and implementation of Elbow Beach policy.
- Preparation and responsibility for the payroll functions, including monthly payroll, payroll tax returns, pension and savings plan remittances and account reconciliation.

#### **Position requirements:**

- CPA, CA, CGA, CHAE designation or BA Finance Degree
- Minimum of five years' post qualification experience.
- Experience in the Hotel industry in particular full service hotels.
- The ability to interface with senior management from both client organizations and other hotel operations.
- Ability to manage and motivate staff.
- Superior information technology skills, including Data Vision, SMS PMS, SUN, Microsoft Dynamics and Microsoft Office software.
- Recent experience with SMS PMS would be an asset.
- Strong work ethic, self-motivated with the ability and commitment to produce quality work while meeting tight deadlines in a fast-paced environment.
- Excellent written and verbal communications and organizational skills.

The Company offers an attractive compensation and benefits package commensurate with qualifications and experience.

Applications must include a detailed resume with references, submitted under confidential cover to:

The Director of Human Resources  
Elbow Beach Hotel & Development Company  
Human Resource Department  
P.O. Box HM 455  
Hamilton HM BX

  
**ELBOW BEACH**  
**BERMUDA**

Email:  
[Humanresources@elbowbeachbermuda.com](mailto:Humanresources@elbowbeachbermuda.com)

**Closing Date: May 8, 2015**

Elbow Beach is an equal opportunity employer.  
Elbow Beach is a drug free workplace.

**We view hospitality as an art and excellence as our obligation.**  
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