



### **Resort Finance Manager**

Coco Reef Resorts Limited is seeking a highly motivated individual for the position of Resort Finance Manager. The successful candidate will be responsible for the management of all financial controls, reporting and operational business support.

The position manages all payroll, debtors, creditors, balance sheet, general ledger, cash flow, P&L reporting and overall general financial management of the business and financial activities with the aim to deliver desired financial results.

### **Key Duties and Responsibilities will include (but not limited to):**

- Develops means to improve profit, including estimating cost and benefit and reporting same to the Managing Director and General Manager.
- Analyzes information, forecast sales against expenses.
- Analyzes differences between actual budget wages and forecasted wages.
- Creates the annual operating budget for the property.
- Implements a system of appropriate controls to manage business risks.
- Ensures a strong accounting and operational control environment to safeguard assets, improve operations and profitability.
- Produces accurate P&L Reports and forecasts that enable operations to react to changes in the business.
- Full responsibility for the General Ledger, including reconciliations of all balance sheet accounts
- Manages all payroll functions (weekly and Monthly) and ensures full compliance with all union agreements, employment act requirements and other statutory payroll matters including payroll tax, health insurance, social insurance, pension, union deductions and payments.
- Oversees Gratuities and Service Charge distribution for the weekly pay.'
- Manages Vacation pay entitlements and employs the correct accounting treatment of this area.
- Manages all Accounts Payable functions to ensure payments are made promptly, accurately with correct support and authorization. Includes correct GL account coding and regular creditor reconciliations.
- Manages all accounts receivable functions ensuring all amounts due are collected promptly and all sub ledgers are fully reconciled.
- Prepare weekly cash report and manage all cash flow matters including cash flow forecast and strict bank account monitoring and control.
- Manages the Finance Supervisor responsible for the issue and control of all cash floats, petty cash, change floats and banking. Ensures count and reconciliation conducted monthly.
- Responsible for the management of all IT hardware including CCTV Systems at the property including software management for Executech, BMP and Outlook.
- Assists General Manager and Managing Director with ad hoc tasks as required.
- Oversees the accurate reporting of the hotels Daily Revenue Report.
- Oversees the finance related aspects of the Night Audit function.
- Prepares schedules, coaches, trains and manages all HR functions for all the finance staff.
- Oversees external audit process.
- Maintaining Finance Goals and Compliance.
- Ensures Profits and Losses are documented accurately.
- Submits reports in a timely manner, ensuring delivery deadlines.
- Develops and supports achievement of performance goals, budget goals, team goals, etc.
- Improves profit growth in operating departments.
- Reviews audit issues to ensure accuracy.
- Monitor the purchasing process as applicable.

### **The successful candidate will posses the following qualifications, skills and experience:**

- 4-year bachelor's degree in Finance and Accounting or related major;
- Minimum of 4 years work experience in the hospitality industry in a similar role.
- Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example.
- Communicates the goals, the focus and the owner priorities to subordinates in a clear and precise manner.
- Provides excellent leadership by assigning team members and other departments managers' clear accountability backed by appropriate authority.

Suitably qualified candidates should apply in writing with a cover letter, detailed resume and two references to:

The Managing Director  
Coco Reef Resorts Ltd  
3 Stonington Circle, South Shore Road,  
Paget, PG 04  
Email: [md@cocoreef.bm](mailto:md@cocoreef.bm)

Closing Date: August 23rd 2021