

THE  
FIFE ARMS

BRAEMAR

**JOB DESCRIPTION**  
**FINANCIAL CONTROLLER**

HIGHLANDS HOSPITALITY LTD  
DURSLADE FARM, DROPPING LANE, BRUTON, SOMERSET BA10 0NL

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**Role Title – How I will be known** Financial Controller

**Key Relationships – Who I will engage with**

- I will report directly to Chief Financial Officer
- I will report indirectly to the General Manager.
- I will engage with Executive Leadership Team.
- I will engage with the Senior Management Team and Heads of Department.
- I will engage with financial service providers and financial authorities as required.

**Purpose– What I will achieve**

I will play a key role in achieving the Company's goal to create the best hotel in Scotland by offering our guests unique and exceptional experiences. I will do this by supporting the Executive and Leadership teams to exceed our guest expectations in every aspect of their stay so that they leave us feeling enriched and engaged with our family, our community and hungry to participate in our ethos.

**Outcomes – What success will look like for my role**

1. The Finance Function provides an excellent colleague experience.
2. The General Support (Finance, HR and Administration) Team exceeds performance targets.
3. Our colleague experience is consistently exceeding their expectations.
4. The financial targets for the Hotel and the Division are achieved.
5. The Fife Arms achieves national and international recognition.

**Role Key Tasks - How I will achieve the outcomes**

### **General**

The financial controller is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of accounting records, and a comprehensive set of controls and budgets, and enhance the accuracy of the company's reported financial results.

- Setup and oversee the reconciliation of all sales receipts from the various systems used.
- Ensure that accounts payable invoices are matched against delivery notes and purchase orders.
- Manage the finance system to ensure that all accounts payable invoices coded, authorized and then paid in a timely manner
- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over all accounting transactions but with particular importance of sales, costs of sales and staff costs.
- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Maintain a documented system of accounting policies and procedures
- Liaison with HMRC and other regulatory bodies

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### Management Reporting

- Weekly flash report to management
- Calculate and issue financial and operating metrics to enable the business to monitor performance
- Produce monthly management accounts and compare against prior year, forecasts and budget
- Calculate variances from the budget and report significant issues to management Issue timely and complete financial statements
- Oversee the operations of the accounting department
- Coordinate the preparation of the corporate annual report
- Manage the production of the annual budget and forecasts
- Cashflow reporting and analysis

### Other

- Be a core member of the management team of the hotel
- Support the other member of the Management Team with HR Issues
- Hold the General Manager of the hotel to account for the financial performance of the hotel
- Provide training and assistance to all departments so that all understand finance expectations
- Be a champion for the various systems used throughout the hotel

## SUMMARY OF SKILLS AND ATTRIBUTES – A TO Z – WHAT WE LOOK FOR IN YOU

### General – Every Team Member

Communication & Interpersonal Skills  
Contributing to the Community  
Coping Under Pressure  
Enthusiastic & Personable  
Natural flare for hospitality  
Organisation Skills  
Positive Mental Attitude  
Problem Solving  
Team Player  
Willingness to learn

### Specific – To the Role

Qualified Accountant  
Bachelor's degree or master's degree in accounting, business, economics, finance, or related field  
Experienced in a business or finance environment

Accuracy  
Assertive

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B R A E M A R

Confidentiality  
HR Knowledge  
High level computer skills;  
Office Management  
Outstanding mathematical skills;  
Research Skills  
Understanding of data privacy standards

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