

THE
FIFE ARMS

BRAEMAR

JOB DESCRIPTION

ACCOUNTANT

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

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Role Title – How I will be known Accountant

Key Relationships – Who I will engage with

- I will report directly to Financial Controller
- I will report indirectly to the General Manager and the Chief Financial Officer.
- 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

I will be responsible for ensuring the smooth running of the finances for the Fife Arms Hotel, and will look after the day to day finance function and assist the Financial Controller to run the finance function within the hotel.

Core Duties include:

- Processing of purchase ledger invoices into accounts system
- Setting up payments to ensure supplies are paid on time
- Bank reconciliations
- Assist processing and checking of payroll
- Liaison with HMRC and payment of PAYE
- Raising of any Sales Invoices
- Debt Collection and Receipts Reconciliation
- Receipts reconciliation from various hospitality systems to physical cash and bank transactions
- Calculation and Posting of Sales including breakdown of VAT and Tronc (Tips)
- Assistance in the production of monthly Management Accounts
- Journal posting
- Production of VAT Returns
- Balance sheet reconciliations
- Full management of accounts payable / receivable
- Maintenance of fixed asset registers / prepayment schedules

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- Ad hoc projects and analysis as required

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

Management accounting experience

Accuracy
Ambitious
Assertive
Committed
Confidentiality
Demonstrable track record of meeting strict deadlines
HR Knowledge
High level computer skills;
Office Management
Outstanding mathematical skills;
Professional
Self-Motivated
Understanding of data privacy standards

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