

Job Description

JOB TITLE: Assistant Finance Manager

ROLE LEVEL: 2 (b)

DEPARTMENT: Finance

REPORTS TO: Finance Controller

LOCATION: Rabot Estate, Central Office

HOURS/WORKING PATTERN: 40 hours per week Monday – Friday. 8am – 4pm

ROLE OVERVIEW

The Assistant Financial Manager will play a critical role in supporting the financial management and operational success of the Hotel Chocolat in Saint Lucia. This role provides high level support to the finance department, directly deputising for the financial controller and liaising with the UK finance team, this role is instrumental in the smooth running of the operation and preparing all ledgers, budgets and accounts as well managing all cash transactions in and out of the business.

JOB ROLE AND RESPONSIBILITIES

Financial Operations:

- Oversee daily financial activities, including invoice processing, revenue tracking, invoice entry, reconciliation and cost management across all parts of the business including Hotel, Farm and Project Chocolat
- Manage accounts payable and receivable, ensuring timely payments to suppliers and accurate guest billing.
- Manage banking operations, including cash, cheque and electronic movements, reconciliation, and handling
- Daily reporting of cash inflow and outflows and processing of large volumes of cheques; setting up floats, cash collections, manual trading kit and various other tasks
- Ensure reconciling items on bank reconciliations are regularly reviewed and investigated
- Support relationship with our banks, raising banking queries with our account managers

Payments

- Creating and processing BACS payments for suppliers, both locally and internationally
- Processing agents' commissions and ensuring information visible on accounting software
- Daily reconciliation of Sales from Accommodation, Tours, Restaurant etc.
- Immediate response to any chargebacks.
- Producing statements for all outstanding payments and reconciling supplier accounts.

Banking

- Post bank movements for a number of GBP and foreign currency bank accounts and reconcile to bank statements.
- Ensure reconciling items on bank reconciliations are regularly reviewed and investigated
- Reconcile and sense check cash in transit control accounts
- Support relationship with our banks, raising banking queries with our account managers
- Organising the cheque run
- Transferring cash between bank accounts as required

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- Summarising daily cash inflow and outflows
- Processing large volumes of received cheques for payment into the bank

Auditing

- Supports financial controller with preparation of business activity reports, financial forecasts, and annual budgets.
- Supports financial controller with the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Supports financial controller with tax planning throughout the fiscal year; files annual corporate tax return.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Ensures compliance with local, state, and federal government requirements.

Cash Handling

- Dispensing and recording all petty cash transactions
- Ensure any cash on site is secure
- Organising cash deposits to bank
- Setting up floats, cash collections and various other tasks as required

Other

- Processing events invoices and chasing debtors
- Supporting Finance controller for month end balance sheet reconciliations and preparation of all other specific accounts and reports.
- Other ad hoc tasks that may arise

SKILLS AND EXPERIENCE

The candidate will have good administration and organisation skills, with the enthusiasm and drive to take on the role and make it their own.

You will have:

- Good verbal & written communication skills & an ability to interact with people at all levels within the business and external customers
- Great attention to detail combined with high energy and enthusiasm
- Ability to plan, organize and work on multiple tasks simultaneously
- Strong systems knowledge – particularly Microsoft Excel
- Experience with an accounting system would be advantageous
- Ability to meet tight deadlines in order to support the smooth functioning of the finance department

Required Skills/Abilities:

Qualifications & Education:

Essential

- Three years or more of related experience required.

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Desirable

- Bachelor's degree in Accounting or Business Administration
- Certified Public Accountant designation

Experience & Skills:

Essential

- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in accounting and tax preparation software.
- Proficient in Microsoft Office Suite

Physical Requirements:

Essential

- Prolonged periods sitting at a desk and working on a computer.

VALUES AND BEHAVIOURS

The successful candidate will demonstrate their ability to bring Hotel Chocolat's core brand values to life, **Originality, Authenticity, and Ethics: Originality.**

Being a Hotel Chocolatier means:

I smile. I am kind. I am helpful. I am positive.