

Finance Manager

Department:

Finance

Reports to:

General Manager

As Finance Manager, you will be responsible for overseeing the hotel's financial operations, ensuring compliance with accounting standards, the integrity of financial records, and the maximization of operational results. You will serve as the key point of contact for all matters related to accounting, budgeting, financial control, and compliance, supporting the General Management in strategic decision-making.

Key Responsibilities:

Financial Management:

- Coordinate and oversee all accounting operations, including accounts payable, accounts receivable, reconciliations, audits, and payroll.
- Prepare annual budgets, forecasts, and monthly financial reports with variance analysis.
- Ensure timely delivery and accuracy of all financial reports.
- Implement and maintain effective internal controls, ensuring ethical practices and compliance with applicable legislation.
- Manage cash flow and ensure the financial balance of the hotel.

Management Support:

- Provide financial analysis to support strategic decision-making.
- Participate in sales strategy meetings and recommend pricing policies.
- Evaluate the return on investment of projects and support the prioritization of initiatives.
- Collaborate with department heads to identify cost-saving opportunities and productivity enhancements.

Team Leadership and Development:

- Plan and organize the daily tasks of the finance team.
- Support professional development through training, ongoing feedback, and performance goal setting.
- Foster a culture of interdepartmental collaboration and operational excellence.

Guest Experience:

- Ensure financial processes respect the guest experience (e.g., accurate billing, payment systems).
- Assist in resolving occasional customer issues involving financial matters.

Social Responsibility and Sustainability:

- Support responsible management practices by minimizing waste and optimizing resources.
- Actively participate in local initiatives relevant to the sector and promote sound financial practices within the community.

What we need from you?

- Bachelor's degree in Accounting, Finance, or a related field.
 - Minimum of 3 years of experience in hotel accounting or auditing, with at least 1 year in a supervisory role.
 - Strong knowledge of accounting principles, budget management, and tax regulations.
 - Analytical skills and attention to detail.
 - Fluency in Portuguese and English.
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The statement in this Job Description are entitled to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job. This means that during the performance of the functions for which you were hired, you may be asked to perform other tasks not described in this document and which, given their context, must also be carried out with professionalism.