

21st August 2019

“With over 210 years of history and memories to last a lifetime”, so say travel critiques from around the world who has experienced the mystical wonders of the Mount Lavinia Hotel.

Mount Lavinia Hotel is the preferred choice for weddings, conferences and celebration of important events.

We invite you to be a part of the Finance Team at the Mount Lavinia Hotel for which we have the following vacancy;

ASSISTANT INCOME AUDITOR

An Assistant Income Auditor reviews, analyzes, and recommends improvements to the daily financial process to improve accuracy and efficiency.

Responsibilities:

As Assistant Income Auditor, you will monitor all transactions as they contribute to or detract hotel revenue. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Carry out daily checks of revenue via an Operations Audit as per hotel standards
- Reconcile and monitor commissions, housekeeper reports and rate discrepancies, Conference and Banqueting Revenue against daily function sheets
- Check non-arrivals, late departures, no sales/voids, management bills, bill sequence and pay-outs
- Check bills signed to Room Account and record all covers
- Spot-check Function Diary and the settlement of function bills
- Ensure Advanced Deposits are collected
- Recommend improvements to processes as required
- Execute on tasks/requests as instructed by the management.



Requirement:

- Minimum 02 years of experience in the hotel / leisure or retail sector. Micros/Opera experience will be an added qualification
- Execute tasks as and when required by the management
- A good understanding of financial operating systems and procedures, and Management Information System.
- Possess strong organizational skills
- A good understanding of financial operating systems and procedures
- Strong influencing, inter-personal and communication skills
- Excellent analytical skills

An attractive salary and perquisites are on offer for the selected candidate.

Please mention the post you are applying for on the subject line of the email, and forward your curriculum vitae with contact details of two non-related on or before 03rd September 2019 to:

**Head of Human Resources
Mount Lavinia Hotel,
100, Hotel Road, Mount Lavinia.
E-mail: careers@mountlaviniahotel.com**

