

International Cruise Services, Inc.

P O S I T I O N D E S C R I P T I O N

Position Title: **Hotel Controller "O" Class**

Department: **Finance and Administration** Sub-Department **Management**

Reports To: **F&B Director, Finance Department, Director - Manager Finance and Administration**

Direct Reports: **HR Coordinator, Admin Assistant HR, Admin Assistant Culinary 30%**

Position summary

To perform all administrative services on any designated ICS operated Vessel within the Oceania Cruises branch. Providing a professional and reliable ICS financial and controlling service onboard. Ultimately responsible and accountable for data integrity in regards of all shipboard financial aspects, including payroll, inventories and operating budgets. Manage subordinates and monitor implemented efficiency measurements.

The jobholder should include the ability to:

- Efficient, prompt and accurate overall Administration.
- Strategic inventory, financial, budget planning.
- Assist with the achievement of departmental financial budgets and targets.
- Open and proactive line of communication with shipboard and corporate management.
- Manage ICS payroll with all associated responsibilities.
- Accurate and prompt reporting based on documentation requirement.
- Establish and enforce cycle count schedules, for bars and spot checks.
- Responsible for crew matters related to financial queries.
- General maintenance of all internal operating systems, ICS, Apollo Solution, TAR, ABS.
- Provide system training, ICS, ABS, TAR, to the on board users.

Essential duties and responsibilities

Operational

- Developing effective relationships and communicating with direct subordinates, supervisors, division heads and shipboard/corporate managers.
- Maintaining the safe, cash book and daily cash flow requirements.
- Processing, reviewing and approving ships cash expenditures.
- Preparing daily revenue recaps.
- Execute daily Fidelio/Micros reporting and reconciliation.
- Preparing and submitting accounting documents as per documentation requirements.

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- Preparing and submitting concessionaire's settlements and invoices.
- Maintain and audit payroll system frequently to ensure data replication between HR and payroll system is up to date.
- Providing general financial support for the F&B Department.
- Forward hard copies of end of voyage files and various documents to Head Office.
- Responsible for payment of Port Agents and sending the necessary reports to Head Office.
- Generating financial reports in conjunction with and under the direction of the Food & Beverage Manager.
- Maintain and communicating all budget and target files on daily basis.
- Coordinate financial meetings with onboard management.
- Provide budget vs. actual results and predictive forecast.
- Monitor and report out port cash purchase transactions.
- Allocate all expenses to the appropriate operating accounts.
- Submit voyage Victual ling with 24 hours of voyage ending, after being controlled for accuracy.
- Monitor Time & Attendance reporting and alert HOD with accumulated OT expenses.
- Monitoring Rest Hour compliance and alerting the HOD.
- Maintain operating system with daily guest count to support appropriate cost and revenue reporting.
- Verify and confirm all special service items issued or provided.
- Maintain credit and debit transactions by voyage.
- Generating PPS payroll.
- Activating debit cards.
- Missing debit cards request.
- Maintain Apollo Ships system on daily basis.
- Prepare and execute voyage closing process.
- Prepare EOM closing process, as per EOM checklist.
- Monitor and assist with TAR process.
- Reconcile revenue and consumption for each voyage.
- Enforce bar inventory on voyage bases.
- Review monthly budget results and confirm against actual consumption.
- Initiate in use items monthly inventories
- Provide system training to all HOD to effectively utilize electronic data available.
- Prepare and provide cost and budget tracking tools.
- Analyze financial drilldowns proved trough the Head Office.
- Producing accurate data for the incentive mgmt. report.
- Generating all F,B,H,O excel template orders in a timely fashion, after verifying the Order schedule placing them in the shared drive and notifying via email the Assistant F&B Director who takes full responsibility after that and copy F&B Director and all HOD's.
- Support the Process of submitting orders, ultimate responsible for reviewing orders against budget and stock on hand.
- Generating all Count Sheets as per published inventory schedules.
- Entering all Inventory Data and producing variance reports for the HOD's to verify and revert back with accurate figures.
- Support physical checking process on pier during loading.
- Fully responsible for the spoilage report.

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- Fully responsible for the EPR file, electronic confirmation process.
- Performing receiving reconciliation.
- Performing internal bar transfers. Not from Special Services.
- Fully responsible for performing Inventory Adjustments.
- Fully responsible for performing Inventory Spot checks.
- Fully responsible that all warehouse locations are inventoried all discrepancies are investigated and adjusted accordingly.
- Controlling that all requisitions are posted the same day of issuing.
- To assist with the achievement of departmental financial targets (revenue, costs) by.
- Providing ideas to maximize beverage revenues and internal control and minimize costs and spoilage.
- Reviewing financial transactions and monitoring budget to ensure efficient cooperation and expenditures stay within budget.
- Reviewing constantly current operating procedures based on catalog of services and special services provided.

Training & Development

- Attends all meetings, training activities, courses and all other work-related activities as required.
- Mentors, develops and provides on-the-job training to subordinates to strengthen their current performance and preparation for future advancement.
- Performs and participates in meetings where all financial aspects of the operation are discussed and direction is given.

Financial

- As mentioned above.

Safety Responsibilities

- Ensure that all safety procedures are adhered to, cooperating with the Staff Captain in the Ship's Safety Program at all times and that they all follow the Ships' Rules & Regulations.

Resources

- Must be familiar with the Fleet Administration Manual, Supply Chain Manual, Systems Application Manual, Human Resources Manual and Shipboard Training.
- Required to liaise with HR Scheduling Manager after each crew movement and to send the updated crew rotation list to all personnel involved.
- Maintain a high level of crew morale within the administration dept. ensuring that all crew are treated in a fair and unbiased manner and the team works with a positive atmosphere.

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Other Duties and Responsibilities (Other duties may be assigned.)

- To keep the F&B Manager and HOD promptly and fully informed of all relevant matters.
- To ensure confidentiality when handling sensitive information.
- To achieve the primary objectives of the position and comply with the above-mentioned accountabilities in a timely and efficient manner in accordance with ICS policies.
- To project a favorable image, to promote its aims and objectives and foster and enhance public recognition and acceptance of all its areas and endeavor.
- To comply with the safety and pollution prevention regulations and operating procedures at all times, participating in all relevant meetings and training sessions.
- To participate in all mandatory training without excuse.
- To efficiently perform all other duties as requested by shipboard management or shore side.
- Add

Qualifications**Knowledge, experience, skill, and/or ability**Required

- 10 years of experience in the Finance / Accounting / Supply Chain field of luxury hotels and cruise line brands.
- At least 5 years of experience as Hotel Controller / Inventory Manager / Payroll Manager in a well-recognized luxury hospitality establishment or upscale cruise line.
- Excellent understanding of Finance and Inventory Management.
- Outstanding knowledge Cost Control, Budget allocation and Payroll Management.

Preferred

- Cruise Ship Experience.

Required computer skills

- Microsoft Office Suite 2003 and higher (Word, Excel, Outlook).
- Basic Windows XP, Vista and Windows 7 Operating Platform knowledge.
- Possess sufficient computer knowledge in order to use the company software.
- Familiarly with the concept of relational database driven inventory control systems.
- Micros Systems.

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Education/experience/certifications

- High School Diploma or international equivalent.
- Bachelors of Science in Accounting or Finance, or equivalent degree.
- USPH or HACCP certification.
- STCW.

Other Skills:

Knowledge of general office practices, procedures and equipment; ability to prioritize tasks and work independently; strong organizational, interpersonal and communication skills; ability to interact with senior-level management and owner representatives.

Math Ability:

Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment & Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and smell. The employee must be able to lift or move up to 55 pounds (20 kilograms) without assistance.

The vision requirements include:

Ability to adjust focus, depth perception, peripheral vision, distance vision and close vision and to be able to otherwise perform the essential functions of the job in a manner that does not present danger to the employee or others with or without a reasonable accommodation.

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