

# Accor professions guide: Financial Director (m/f)



## What exactly does my mission involve?

- Establish, coordinate and administer all financial systems, internal controls and the hotel's capital expenditure plan
  - Prepare and review budgets, forecasts, operating results, financial reports and tax returns in compliance with government regulations
  - Be Responsible for short and long term planning and the daily operations of the department
  - Develop and recommend the department's budget and objectives and manages within those approved plans
  - Communicate reporting financial results to the General Manager
- Apply on line for the Financial Director (M/F) positions

## This profession exists...

In the most of upscale hotels and headquarters of the Group in the world.

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[Personality](#) | [Activities](#) | [Qualifications / Experience](#) | [Progression](#)

Dependable and methodical

Ability to analyse and see the overall picture

Persuasive and negotiation skills

Resourceful

Good interpersonal skills

Attention to detail

Thorough and well organised

Open-minded

## Customer relations

Ensure that team organisation remains flexible and ready to meet customer needs

Anticipate and address guest issues and establish proactive processes to promote guest satisfaction

## Professional technique / Production

Direct preparation of annual budgets and monthly forecasts; establish or recommend to management major economic objectives and policies for the hotel

Support General Manager by direct preparation of monthly and annual reports to summarize and forecast the hotel's revenues, expenses and earnings

Manage performance issues that arise within the Accounting department

**Team management**

Ensure that the employees develop their skills to the highest level possible and provide guidance as they progress through their careers

Conduct a daily briefing with department on current key activities

Interact in a positive way with all team members to ensure a guest experience

**Administration**

Ensure compliance with corporate accounting policies and procedures, legal requirements and contractual obligations, utilizing internal controls, auditing and security procedures

Ensure the collection of payments in accordance with the company policies

Monitor hotel expenses to stay within the budget guidelines

Ensure an optimal compliance with corporate focus audit

Business or finance school (with operational experience)

5 years experiences in financial management

Fluent in English (and national language), 3rd language a plus

General Manager

Regional Manager

A Group hotel of a different brand or with higher capacity

International mobility