

## **Position Description**

### ***Director of Finance & Accounting***



<b>Position Title:</b>	Director of Finance & Accounting
<b>Position Level:</b>	Level 3- Executive Committee
<b>Reports To:</b>	Direct report to General Manager
<b>Supervises:</b>	Finance & Accounting Department and Retail
<b>Location:</b>	Mandarin Oriental, Canouan
<b>Areas Covered:</b>	Finance & Accounting

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### **The Company**

Mandarin Oriental Hotel Group is the award-winning owner and operator of some of the world's most prestigious hotels and resorts. The Group now operates or has under development 44 hotels with more than 11,000 rooms in 28 countries in key business and leisure destinations.

### **The Resort**

Located in St. Vincent & The Grenadines, Canouan Island is a remote island hideaway that is fast becoming one of the most sought-after luxury destinations in the world. Canouan, Mandarin Oriental's latest discovery, is an island gem with elegant colonial-style suites and chic, Italian-design Patio Villas. Nestled along a white powder stretch of Godahl Beach, the resort was created with impeccable attention to detail and is home to a collection of atmospheric restaurants offering a variety of culinary delights accompanied by stunning ocean views. With Mandarin Oriental's reputation for incredible spas, The Spa at Mandarin Oriental, Canouan doesn't disappoint with charming hillside treatment palapas and therapists meticulously trained to relax, sooth and decompress. Immaculate beaches, a championship Fazio-designed golf course and a luxury super-yacht marina are just some of the island treasures that can now be enjoyed with Mandarin Oriental's legendary service. With a balmy Caribbean climate, exquisite surroundings and fabulous facilities, Mandarin Oriental, Canouan redefines the idyllic tropical island getaway.

### **Strategic Intent**

It is the mission and intent of this position that the incumbent will take full responsibility for all aspects Finance & Accounting and Retail facets of the hotel operation being pro-active, creative and results driven, focusing on delighting our guests and creating a Mandarin Oriental Experience.

### **Scope of Position**

The Director of Finance & Accounting is responsible for, but not limited to, the overall Finance & Accounting and Retail departments supporting the entire hotel. Must have the ability to read, analyse and interpret common financial reports, and legal documents. Must

## **Position Description**

### ***Director of Finance & Accounting***



have the capability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community and must possess the mathematical skills with the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Organizational Structure**

The Director of Finance & Accounting will report directly to the General Manager. The functional positions of Accounting Manager, Retail Manager, Staff Accountant, General Cashier, Accounts Receivable and Account Payable, and Payroll Master will report into the Director of Finance & Accounting.

### **Duties and Supporting Responsibilities**

- Make sure that all subsidiary ledgers are reconciled monthly.
- Responsible for completion and distribution of the monthly financial, which include the preparation and posting of Journal Entries, closing of the books and subsequently timely preparation of data at the end of month.
- Reconcile monthly all bank accounts.
- Reconcile monthly all inventory accounts, and take actual inventory as needed.
- Update subsidiary ledger for prepaid, inventory, utilities etc.
- Approves purchase orders and petty cash disbursements.
- Assist controller in the production of monthly forecast.
- Daily supervision of income auditor, paymaster, general cashier, account payables, and the credit department and all of the departments in the hotel.
- Assist with the development of the Financial Controller and Managers in the Department.
- Prepares reports required by regulatory agencies.
- Prepares and pay taxes for state and local agencies.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training colleagues; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Success Profile for this Role**

#### **Purpose**

#### **Customer Focus**

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information (or preferences) and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with both internal and external customers and gains their trust and respect.

#### **Business Acumen**

## **Position Description**

### ***Director of Finance & Accounting***



Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace.

### **Managing Vision & Purpose**

Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision and can inspire and motivate the team. Makes the MOHG mission and vision sharable by everyone and embodies our Guiding Principles.

### **Process**

#### **Drive for Results**

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

#### **Decision Quality**

Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions. Looks beyond the obvious and doesn't stop at the first answers.

#### **Managing & Measuring**

Clearly assigns responsibility for tasks and decisions; sets clear goals and measures; monitors process, progress, and results; designs feedback loops into work.

#### **Priority Setting**

Spends his/her time and the time of others on what's important; quickly focuses in on the important issues and puts the trivia aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

#### **Strategic Agility**

Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

### **People**

#### **Developing Others**

Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; encourages people to accept developmental moves; will take on those who need help and further development; cooperates with the developmental and talent management system in the organisation; is a people builder.

#### **Interpersonal savvy**

Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

#### **Sizing up People**

Is a good judge of talent; after reasonable exposure, can articulate the strengths and limitations of people inside or outside the organisation; can accurately project what people are likely to do across a variety of situations.

### **Personal**

**Position Description**  
*Director of Finance & Accounting*



**Self-development**

Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits. Picks up on the need to change personal, interpersonal, and managerial behaviour and seeks feedback.

**Ethics and Values & Integrity**

Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches. Is widely trusted; is seen as a direct, truthful individual; keeps confidences; admits mistakes and flaws.

**Humility**

Can get things done quietly without unnecessary noise; quickly admits flaws and mistakes; is careful to make others comfortable; is authentic; helps others save face in difficult situations; maximises the contribution of all; encourages the expression of viewpoints from all concerned; is modest and self-effacing; respects the views of others.

**Learning on the Fly**

Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyses both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything. Deals well with ambiguity and uncertainty.

Mandarin Oriental reserves the right to add, delete, change or modify the job, duties and responsibilities described in this Job Description, at the company's discretion, at any time with appropriate notice.

I have read and understand this job description for Mandarin Oriental, Canouan.

Signed.....Date.....

Colleague Name.....