

**voco Reading Hotel has a fantastic opportunity to join the team  
as an Assistant Financial Controller**

voco Reading, adjacent to Reading Select Car Leasing Stadium, our modern hotel has thoughtful touches and distinctive design, guests can take advantage and enjoy our leisure facilities with a swimming pool, sauna, jacuzzi, and gym. The hotel invites you to enjoy the voco Life at the Atrium Bar and the brasserie-style restaurant Le Café.

We are looking for an enthusiastic and highly motivated Assistant Financial Controller to support our hotel finance teams, reporting to our Financial Controller, the Assistant Financial Controller has responsibility for the financial management of the voco Reading and for delivering on the Hotels financial strategy.

**The Role:**

- You will be responsible for the daily running of the Finance Team, for providing financial support and financial intelligence to senior managers and Heads of departments. You will support the FC to ensure financial controls are adhered to at all times with corporate standard operating procedures.
- Supervision of Cost Control, Income Audit, Accounts Payable, Credit Control, Accounts Receivable, and General Cashier sections.
- Manage, train and lead the finance team under FC's supervision.
- Reconcile all balance sheet accounts and maintain all necessary schedules to support Balance Sheet.
- Ensures completeness and accuracy of postings to general ledger and sub-ledgers.
- Collects information and reports from other departments for month-end closing.
- Checks fixed assets register for provision of depreciation and reconciles with General Ledger.
- Prepare all monthly journals and analysis as requested by the FC.
- Reviews general ledger transactions and trial balance abnormalities.
- Prepares the monthly financial statements and operating reports together with financial analysis and statistics.
- Use financial analysis, data trends and market information to anticipate needs, identifies operating/financial issues, and recommends actions to maximize financial return.
- Ensure Finance Team achieve daily & monthly accounting timelines as detailed in Accounting SOP's to ensure timely production of accounts.
- Assists external and Statutory Auditors as requested.

**To be considered as our Assistant Financial Controller, you should have:**

- Degree in Business / Finance, or a relevant field of work is preferred or an equivalent combination of education and work-related experience.
- 3 years+ experience in hotel accounting as an Assistant Financial Controller or Senior finance role
- Demonstrated knowledge of finance, budgeting, and accounting processes and regulations.
- Demonstrated experience with Dynamic, Opera/Micros; Procure Wizard; or similar financial software for the purpose of financial reporting, analysis and presentation.

**Benefits of Working as Assistant Financial Controller:**

- Competitive Salary
- 28 days holiday each year, including bank holidays, this increases up to a maximum of 33 days with length of service.
- Discounted international/worldwide room rates for yourself, family and friends
- Excellent employee recognition programmes
- Vast range of learning and development programmes
- Opportunities for promotion and transfer across the group

**Most importantly, we'll give you the room to be yourself.**

If you're looking to work for a company that can offer you flexibility and a great work life balance, IHG is the company for you!

If you feel you are the right candidate for the role as our **Assistant Financial Controller**, then please contact Kamila on [Kamila.Krajewska@vocoreading.com](mailto:Kamila.Krajewska@vocoreading.com)

We'd love to hear from you!

**You must meet the legal requirements to work in the UK.**