

United Arab Emirates Jobs Expertini®

General Cashier and Finance Coordinator

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Company: Accor

Location: Dubai

Category: healthcare-practitioners-and-technical

Company Description

Why work for Accor

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

By joining Accor, every chapter of your story is yours to write and together we can imagine tomorrow's hospitality. Discover the life that awaits you at Accor, visit

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Do what you love, care for the world, dare to challenge the status quo! #BELIMITLESS Raffles the Palm Dubai is on the western crescent of Palm Jumeirah, the world's largest manmade island and archipelago. This luxurious five-star hotel with 381 spacious rooms, suites and villas is embellished with hand-crafted Italian touches and offset by carefully selected amenities to complete the atmosphere of elegance. Guests can enjoy panoramic views, a private beach, state of the art entertainment and recreational facilities, including specialist boutiques, a VIP movie theatre, signature and private restaurants complemented by exquisite banqueting and conference spaces.

When visiting Raffles, guests will discover the individual personality and story offered by the hotel. At the essence of every Raffles is the delivery of thoughtful, personal and discreet service to well-travelled guests. Raffles Hotels & Resorts is an award-winning, luxury

international hotel company with a history dating back to 1887 with the opening of Raffles Hotel, Singapore. The portfolio currently comprises eleven luxurious properties, from secluded resorts to city hotels in key locations around the world.

Job Description

Must have a commitment to follow all local corporate policies and procedures as they relate to General Cashier.

Must have thorough knowledge of all policies and procedures as they relate to General Cashier.

Must have excellent cash handling skills evidenced by no overages and shortages.

Must work in a safe, prudent, and organized manner.

Must collect daily cash drops in the presence of a witness.

Count and verify daily cash receipts that are submitted from individual cashiers.

Document the reconciliation of all cash receipts to the PMS system and complete the daily cash over and short report.

Consolidate, prepare and make the daily bank deposits in a timely manner.

Reconcile daily cash submissions from various departments in the hotel against the bank deposits.

Report daily all cash discrepancies to the Chief Accountant and/or Director of Finance.

Ensure that all cash-handling employees have adequate monetary change throughout their work shifts.

Provide monetary change employees with hotel floats.

Issue due-backs to hotel cashiers as required.

Deposit cheques proceeds on a timely basis.

Submit foreign currency rate changes to the Night Manager on a daily basis & to ensure that all rates have been updated.

Prepare General Cashier Daily Report & submit to Senior Accountant and/or Chief Accountant for approval.

Make petty cash disbursements according to established policies.

Reconcile petty cash payments every Thursday and submit for Director of Finance's approval.

Perform a daily cash count of the General Cashier's float and report all counts/discrepancies to the Chief Accountant and/or AFC for approval.

Conduct surprise float count on all cashier holding floats, including non-operation cashiers like HR, and Purchasing, in the presence of the float holder, on a quarterly basis. Any discrepancies must be reported to the Chief Accountant and/or Director of Finance immediately.

Maintain over and short records for each cashier and show evidence of review by Chief Accountant and or Assistant Financial Controller.

Maintain current house bank agreements.

Prepare a monthly summary of float counts. The total must include banks issued and must tie to the general ledger house bank account.

Resolve any deposit discrepancies directly with the bank while keeping the Chief Accountant and/or Assistant Financial Controller aware of the said discrepancies.

Assist in cashiering trainings and be available as needed to support cashiers in resolving problems in cash handling procedures.

Perform any other duties that may be assigned from time to time by Management

PERSONAL ATTRIBUTES

Must be willing to work a flexible schedule in order to accomplish all major responsibilities and tasks

Pleasant personality

Neat appearance

Oral and written fluency in English

Display initiative

Team player

Customer/people oriented

Qualifications

Diploma/Degree in Hospitality Management and/or Accounting or equivalent

EXPERIENCE

Minimum of 1-2 years experience in accounting with at least 1 year in a similar capacity

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