

United Arab Emirates Jobs Expertini®

General Cashier

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Company: Radisson Hotel, Dubai Damac Hill

Location: Dubai

Category: healthcare-practitioners-and-technical

Radisson Dubai DAMAC Hills is looking to strengthen our team with a passionate General Cashier.

We are proud of our 481-room hotel (90 suites) overlooking the Trump Golf Course, within the DAMAC Hills Community in Dubai Land. To create many a memorable moment for our guests, we will have 4 F&B outlets - Fire Lake Grill restaurant, Hessa St. Kitchen- serving authentic Asian favourites a la carte, Hills Pool Deck and also Issei – a trendy Nikkei fusion restaurant & bar, at our rooftop. In addition to the above, we also have 4 meeting & event spaces and a busy in-room dining service.

Besides being part of a talented & young team, the chosen talent will benefit from being part of Radisson Hotel Group (RHG), one of the fastest growing international chains. And one of its core beliefs is, We Grow talent, & Talent Grows Us.

Are you a passionate number cruncher? Someone who wants to achieve perfection through piecing the puzzle together? Then why not come and join us at the Radisson Hotel Group to Make Every Moment Matter! where our guests can relax and enjoy their stay!

Our Finance Team are bold and dynamic professionals who balance their love for numbers with striving to deliver a hospitality experience that is beyond expectation - creating memorable moments for our guests.

As General Cashier, you will join a team that is passionate about delivering exceptional service where we believe that anything is possible, whilst having fun in all that we do!

Interested then why not say Yes I Can! as we are looking for passionate people just like you!

Job Responsibilities:

- Collect and count (with a witness) the contents of all cashiers' envelopes dropped on a daily basis
- Include all checks or money orders in the daily deposits to the bank
- Prepare General Cashier's daily report
- Provide all cashiers with change as required
- Reimburse cashiers for any disbursements or due backs made by them
- Properly account for all disbursements made from the General Cashier's float
- Count the General Cashier's float daily, ensuring that it balances correctly
- Safeguard Hotel funds by ensuring proper controls are in place with regard to the issue, return and use of cash floats, including the carrying out of regular independent surprise counts

██████████ the General Cashier's office at all times

- Ensure that no unauthorized personnel are allowed access to the General Cashier's office
- Ensure that adequate security measures (as per relevant policies) are in place in the transferring of funds to or from the hotel
- Provide clear instructions to cashiers on how to handle their funds and secure them from loss
- Ensure that the physical house funds are in agreement with the house funds General Ledger account and is reconciled on a monthly basis
- Bring any discrepancies or irregularities to the attention of superiors.
- Safeguard and secure access to the General Cashier's cash floats and safe at all times
- Not to disclose the combination numbers to the General Cashier's safe or the Drop Safe or Remittance Depository Box
- Handle all requests and enquiries in a timely, efficient and friendly manner
- Maintains adequate and up to date files
- Flexible in relation to working hours, especially at month-end
- Disburse petty cash only on the presentation of a petty cash voucher approved by the Hotel Finance Lead
- Issuing Accounts Payable checks to the suppliers and keeping a record of all issued checks, preparing summary and giving to Accounts payable officer end of the day.
- Properly record, reconcile and prepare for reimbursement, prepare and review all Petty Cash

on a weekly basis ensuring all transactions has supporting documentation

- Perform any additional tasks assigned to ensure that the hotel functions smoothly

What are we looking for?

• Relevant and progressive work experience in Accounting or Finance

- Ability to analyse large volume of complex financial information from many sources and create reports, forecasts, and projections
- Strong problem solving skills, including ability to effectively address any issue in collaboration with others as appropriate
- Ability to proactively identify and prevent potential problems
- Ability to help develop problem-solving skills among direct reports and other team members as appropriate
- Ability to take initiative to identify, prioritize, and implement all elements required for the team to fulfill responsibilities
- Detail oriented and organized
- Strong communication and negotiation skills (all levels of management and external customers)
- Proficient in MS Excel, Word, and Outlook with the ability to quickly learn new programs when required
- Sun-system working knowledge is preferred

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