

# United Arab Emirates Jobs Expertini®

## General Cashier

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Company: Radisson Hotel Group

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

Secure 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**

Preferred: 2+ years 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

## **Skills**

accounting

Fast-Paced Experience

communication skills

By applying you confirm you have these skills.

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