

Income Auditor Jobs Abu Dhabi | Novotel

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Company: NOVOTEL

Location: abu dhabi

Category: other-general

1- Income Auditor

Job: Full Time

Location: Abu Dhabi, UAE

Description:

In 3-4 bullet points, highlight only the most important responsibilities of the role

Job Requirements:

Establish the flow information to Director of Finance in all aspects of Income Audit in the course of her/his works and which are consistent to the established policy and procedures of the hotel or in areas where staff discipline are lacking.

Make sure all house funds assigned to outlet cashiers are kept intact and used only solely for transactions in the course of duties.

Assist with timely compilation and dispatching of monthly financial results.

Audit the Daily Cash Summary prepared by the General Cashier.

Relevant hotel experience

High level of proficiency in Microsoft Word and other Microsoft PC based applications

Ability to work efficiently in a team based environment

Strong team player with eye to details

Must possess excellent communication and guest service skills

Self motivated with excellent organizational skills, proven initiative and ability to complete assignments in a timely manner

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