

# United Arab Emirates Jobs Expertini®

## Report Supervisor

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Company: HILTON

Location: dubai

Category: other-general

Demonstrate a strong understanding of the end to end processes in all areas of Hotel Accounting responsibility, supporting the confident delivery of solutions and responses to questions and queries Ensure all monthly closing and reporting activities are carried out as per guidelines and deadlines, manage issues arising throughout the closing and post-close period, balance sheet reconciliations, and monthly P&L review meetings. Deliver the balance sheet reconciliation processes, ensuring unreconciled items are cleared immediately and any ageing is appropriately explained. Administer compliance duties and the set-up and maintenance of internal controls, SOX compliance, Hilton Policy and local regulations, ensuring adherence is always achieved. Support internal and external audits for hotels and internal corporate departments by coordinating documentation collection, review of items collected and answering auditor requests. Evaluate the effectiveness of current processes and implement actions to streamline the processes and maximise efficiency. Drive project initiatives Supervise train and develop the RTR analysts Serve as liaison for hotels, provide guidance and support to the hotels on operating best practice Support the business in pre-opening and close activities, devising a checklist process to support the team's deliverables Other tasks as required by business operations

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