

SSC - Record To Report Supervisor

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Company: Hilton Worldwide, Inc.

Location: , , United Arab Emirates

Category: other-general

Job Description - SSC - Record To Report Supervisor (MEA011PU) Job Description Job Number: SSC - Record To Report Supervisor (Job Number: MEA011PU) Work Locations Work Locations UAE Shared Service Centre Ras Al Khaimah Ras Al Khaimah Resort & Spa, Al Maareedh Street Ras Al KhaimahTBDAbout HiltonHilton is one of the largest and fastest growing hospitality companies in the world, with more than 6,500 properties in 119 countries and territories. In the 100 years since our founding, we have defined the hospitality industry and established a portfolio of 18 world-class brands, including our flagship Hilton Hotels & Resorts brand, which is the most recognized hotel brand in the world. We have more than 100 million members in our award-winning customer loyalty program, Hilton Honors.Position Statement: The Record To Report Supervisor is responsible for providing Record To Report service to hotels across the MEA that are supported by the UAE Finance Shared Service Centre (SSC). In particular, he oversees the RTR processes such as month-end closing activity, Financial reporting activity, Balance Sheet reconciliation, Tax reporting preparation, ME Navision Vendor Master File management and Daily Cash journal.The role reports to the Finance Manager.Position Summary: • 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

What are we looking for? The success in this role will demonstrate itself through the following attributes and skills:

- Strong inter-personal skills and able to maintain effective working relationships with direct report, co-workers, managers and clients with well-developed written and verbal communication and comprehension skills
- Ability to work with limited supervision, using own initiative with 'can-do' approach, thriving under pressure in a fast paced environment, being able to handle multiple demands and appropriately prioritise responsibilities
- Ability to work well under pressure and effectively handle multiple concurrent demands and appropriately prioritize responsibilities
- Ability to exercise sound judgment, critical thinking, quantitative & qualitative analytical skills and decision making skills to consider the relative costs and benefits of potential actions and to provide recommendations for optimal solutions
- Ability to work cohesively with others, both in the office and remotely with hotel Team Members
- Solid understanding of accounting principles and GAAP. Good technical skills and exposure to general ledger accounting and reconciliations
- Ability to use multiple systems and understand how they link together, to provide training and support to other team members and to identify & report on issues occurring. In particular, knowledge of Navision, Docuware, OnQ, Birchstreet, Oasys and Propplan.

Required Qualifications

- Minimum Education: University graduate and/or accounting bachelor
- Minimum Years of Experience: 4 years in a hotel Finance team
- Line management experience

Preferred Qualifications

- Hotel Finance experience and/or Centralized accounting experience
- Accounting qualification or studying towards one

What will it be like to work for Hilton? Hilton is the leading global hospitality company, spanning the lodging sector from luxurious full-service hotels and resorts to extended-stay suites and mid-priced hotels. For nearly a century, Hilton has offered business and leisure travelers the finest in accommodations, service, amenities and value. Hilton is dedicated to continuing its

tradition of providing exceptional guest experiences across its global brands . Our vision “to fill the earth with the light and warmth of hospitality” unites us as a team to create remarkable hospitality experiences around the world every day. And, our amazing Team Members are at the heart of it all!

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