

## Finance Associate

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Company: Shangri-La

Location: Bengaluru

Category: educational-instruction-and-library

### Shangri-La Bengaluru

Shangri-La Bengaluru operates on a simple yet powerful philosophy of Shangri-La hospitality from a caring family. The uniquely Asian view of service at this luxury hotel in Bengaluru embodies the core values of respect, helpfulness, courtesy, sincerity, and humility. We are diverse, warm, and caring, but also demanding, dynamic and innovative. As with every property in the group, these qualities have been the cornerstone of our success. The hotels 397 rooms and suites offer a combination of traditional luxury and modern functionality. Fantastic views and thoughtfully selected furnishings create an experience of unparalleled style and comfort.

**We currently have vacancies for a Finance Associate to join our Finance Team.**

#### **Duties:**

To assist the Assistant Manager Finance to oversee and direct all aspects of the operations concerning cash receipt, disbursement and organizations bank account.

Responsible for bank deposits and prepare daily Cash Control reports for Bank reconciliation.

Any matter which may affect the interests of the hotel should be brought to the attention of the Management.

#### People Management

Establish and maintain seamless co-ordination & co-operation with all departments of the hotel to ensure maximum cooperation, productivity, and guest service.

Respond to queries, by resolving issues in a timely and efficient manner to ensure customer satisfaction.

Ensure that all personnel are kept well informed of the departments objectives and policies.

Motivate and develop the team to ensure smooth functioning of the department and promote teamwork.

Identify optimal, cost-effective use of the resources and educate the team on the same.

### **Requirements:**

1 years experience in 5\* Luxury Property

Graduate or masters in finance.

Fluent to communicate and write in English as well as local language.

Familiar with finance, accounting, tax, legal knowledge, basic computer application knowledge.

Skilled in accounting computerization and various financial software (opera).

Good interpersonal skills.

Has good organizing and planning, strategy thinking, conceptualizing ability.

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