

Income Auditor

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Company: Tanqeeb

Location: Bahrain

Category: business-and-financial-operations

Income Auditor

You are a multi-tasker and are able to work independently, performing a wide range of complex and confidential administrative duties to support your team. You communicate well with all contacts, anticipate and resolve issues, and update team your various projects.

What is in it for you:

Employee benefit card offering discounted rates at Accor worldwide

Learning programs through our Academies

Opportunity to develop your talent and grow within your property and across the world!

Ability to make a difference through our Corporate Social Responsibility activities, like Planet 21

What you will be doing:

Audits all daily revenue and ensures proper recording in the General Ledger system.

Produces the daily revenue report and reconciles all revenues against cash banked and accounts receivable movements.

To have a full working knowledge and capability to supervise, correct and demonstrate all duties and tasks in the assigned place of work to the standard set.

To be flexible and extend job duties to carry out any other reasonable duties and responsibilities within the job capability as assigned, including redeployment to alternative departments/areas if required to meet business demands and guest services needs.

To attend training and meetings as and when required.

Other duties as assigned.

Your experience and skills include:

Minimum of 2 years of relevant experience in the hotel industry preferably in luxury segment.

Service focused with keen eye for details.

Strong user knowledge of Microsoft Outlook, Microsoft Office, Opera, Sun System or its equivalent.

Strong background in internal control guidelines.

Has basic understanding of hotel structure and operations.

Your team and working environment:

Mercure Grand Hotel Seef - All Suite Hotel in Seef is surrounded by the 2 biggest malls of Bahrain, Seef and City Center. It offers free Wifi, a bar, a terrace with dShisha, a spa and an outdoor pool. Each suite at the 4-star Grand Hotel Seef is designed in classical style.

Our commitment to Diversity & Inclusion:

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

Do what you love, care for the world, dare to challenge the status quo! **#BELIMITLESS**

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