

## **ITC Limited – Hotels Division**

Monitoring, supervising and controlling of Revenues from Hotel Operations:

- Reconciliation of Revenues
- Taxes Reconciliation
- Monitoring and Compliance of Various statutory requirements such as:
  - Statutory payments, Returns etc.
  - Supervising and monitoring Accounts Receivables
  - Food & Beverage Cost Control & Contribution analysis
  - Preparation of various Costs and MIS Reports relating to Food & Beverage Operations
  - Payroll Processing
  - Inventory control

Desired profile:

- (a) Good Communication skills (spoken & written)
- (b) Willing to work anywhere in the country
- (c) Knowledge of MS Office functions, like MS Word, MS Excel & MS PowerPoint

Name of the position- Assistant Manager Finance

Eligibility criteria : CMA Qualified

CTC p.a.- Rs. 8.5 lacs p.a.

Job location- Willing to work anywhere in the country