

About ITC Limited - Hotels Division launched in 1975, ITC Hotels, India's premier chain of luxury hotels, has become synonymous with Indian hospitality. ITC Hotels pioneered the concept of 'Responsible Luxury' in the hospitality industry, drawing on the strengths of ITC groups' exemplary sustainability practices. Responsible Luxury personifies an ethos that integrates world-class green practices with contemporary design elements to deliver the best of luxury in the greenest possible manner. The Responsible Luxury commitment of ITC Hotels blends elements of nature to deliver a unique value proposition to guests, conscious of their responsibility to be planet positive. Today, these unique interventions have made ITC Hotels the greenest luxury hotel chain in the world with all its eleven premium luxury hotels LEED (Leadership in Energy and Environmental Design) Platinum certified.

Position: Assistant Manger - Finance

Job Profile:

- 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 Power Point etc. is a must

Interview Process:

1. Presentation
2. Group Discussion
3. Personal Interview Rounds