



Hotel Finance Controller - Japan

Job Information

Hiring Company

[Wyndham Destinations Japan Ltd.](#)

Subsidiary

Wyndham Destinations Japan

Job ID

1456957

Industry

Hotel

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

8.5 million yen ~ 9 million yen

Refreshed

July 26th, 2024 02:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

POSITION REPORTS TO:

Head of Finance – Wyndham Destinations Japan

Head of Hospitality - Japan

POSITIONS REPORTING TO THIS POSITION:

Hotel Accountants

KEY RELATIONSHIPS:

Corporate Office Finance

Resort General Manager

External and Internal Auditors

Hotel Owners, Asset Managers, Building Managers

PRIMARY OBJECTIVES:

To actively contribute to the company vision of making holiday dreams come true. As Hotel Financial Controller – Japan you'll direct the finance operations of the hotel business. Responsible for reporting on the financial state of each hotel and make recommendations to improve hotel profitability.

You will be the key contact for all hotel finance and accounting related issues, dealing with Hotel/Resort Managers, Owners, Body Corporates and auditors (internal and external) as well as other regulatory agencies.

PRINCIPAL RESPONSIBILITIES: (Include but not limited to:)

- Assist in the development and strategies that deliver the key objectives and targets for the group inline with the annual business plan
- Timely and accurate financial reporting (management and statutory)
- Develop and maintain financial forecasting models including cashflow
- Attend monthly owners meeting for the managed properties
- Present monthly results at Operations Review Meeting
- Responsible for the preparation of the annual budgets for the Hotel/Resort Operations
- Sound knowledge of all Hotel Management agreements
- Provide business support to Hotel/Resort Managers and partner with Revenue Management team
- Manage and lead Hotel Operations Projects – finance aspects
- Manage all of the tax requirements across Japan
- Review all balance sheet accounts on a monthly basis and ensure items are cleared as required
- Administer the trust audit cycle and manage the relationship with external auditors
- Prepare monthly reports including but not limited to Profit & Loss Statement, Aging Reports, etc.
- Co-ordinate the preparation of the Annual and half yearly reports and ensure compliance to WDAP reporting deadlines
- Identify any areas of weakness in controls and recommend/take action, maintain a strong and robust financial control environment
- Manage the capex process via Integrify and ensure all assets are recorded appropriately
- Build, develop and maintain an engaged finance team with a CARE and Count on Me! attitude and living our core values of Integrity, Leadership, Innovation and Growth
- Provide regular coaching, mentoring and feedback to the team to ensure continued development and identify training needs. Ensure staff are adequately trained for their responsibilities, delegate responsibilities to appropriately experienced and qualified staff
- Establish service quality standards based on internal customer requirements
- Identify trends/root causes and take action to ensure desired results are achieved
- Develop and sponsor initiatives that foster open communication
- Adhere to all policies and procedures relating to Workplace Health and Safety ensuring the safety of yourself and all other people who may be effected by your conduct in the workplace
- Display innovation through inspiring, creating and improving processes and products
- Show integrity in all aspects of the position by doing the right thing, taking responsibility and delivering on the promise
- Strong understanding of the Uniform System of Accounts
- Display leadership values by ensuring effective communication and respecting your peers and managers. Support others within the team and empower each other wherever possible
- Any other duties and tasks delegated by Head of Hospitality Japan.

Required Skills**KEY POSITION CRITERIA:**

- Financial Controller or Accounting Manager with extensive hospitality finance experience
- Hospitality &/or service industry experience, having held senior positions in a hotel finance team
- System experience – Nehops and Opera
- Strong knowledge of key hospitality measurements including revenue management and understanding market conditions
- Proven ability to lead, motivate and develop a team to success in a cluster environment

- Attention to detail and accuracy
- Ability to provide outstanding customer service
- Excellent written and verbal communication skills including the ability to build relationships with key stakeholders across all levels of the business
- Demonstrated empathy and the ability to build upon other people's ideas
- Proven ability to implement alternative methods to achieve goals in the face of obstacles
- Ability to meet tight reporting deadlines without compromising quality
- Ability to travel on occasion domestic and international

Company Description