

MERCURE

HOTEL

DUBAI BARSHA HEIGHTS

JOB DESCRIPTION

F/TC/26 Rev00

Job Title: Accounts Payable /Finance Administrator

Department: Finance

Responsible for: Accountant & Financial/Admin

Date: 26 June 17

OBJECTIVE:

Every Mercure team member is a "Heartists". A Heartists represents Mercure's brand and its values, at all times. The Mercure Heartists will establish relationships and foremost, the Mercure Heartists will deliver an exceptional guest experience and promote the French Elegance.

MAIN DUTIES :

Administration

- Maintains high level of record confidentiality.
- Maintains a proper filing system.
- The tracking sheet should be updated and finalized.

Financial and Revenue Responsibilities

- Ensure the proper and general appearance of Finance Office.
- All-important email should be acted upon immediately as the main accounts email will be handing by her.
- Distribution of incoming correspondence on daily basis.
- Filing of documents and submit upon request.
- Filing should be maintained in a systematic and organized and regularly checked and updated.
- Handling and verification of hotel courier services.
- Prepare a Courier summary and handed over to Payable Supervisor with supporting documents for necessary payment.
- Maintains proper filing records for all signed contracts, ensuring renewal follow up schedules
- Contracts Summary should be maintained and monitored regularly
- Copies of new contracts should forward to Chief Accountant and Payable supervisor for their information and necessary accounting.
- Prepares memo/emails are required by Director of Finance.
- Maintain the daily schedule of Director of Finance.
- Prepare the necessary financial meeting minutes.
- Timely action for renewing hotel vehicle insurance.
- Ensures the availability of adequate office supplies required for the Finance Office proper function.
- Ensure the Received Date seal is applied for all incoming correspondences.
- Maintains proper employee performance records for attendance, training and leave schedules.
- Check the Pigeon box of finance department regularly
- Answer the phones and pass the necessary message to the concerned and handling the incoming faxes accordingly.
- Distribute incoming and outgoing memos to concerned person.
- To promote efficiency, confidence, courtesy and an extremely high standard of social skills.
- To generally promote and ensure good inter-departmental relations.

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- To display a pleasant manner and positive attitude at all times and to promote a good company image to guests and colleagues.
- To demonstrate pride in the workplace and personal appearance at all times when representing the hotel thus identifying a high level of commitment.
- To adhere to Company and Hotel rules and regulations at all times.
- Maintains high level of record confidentiality.
- To report any equipment failures/problems to the Maintenance Department.
- To comply with any reasonable request made by management to the best of your ability.

Our team and working environment:

Located along Sheikh Zayed Road in Barsha Heights right next to Dubai Internet City Metro Station. The hotel is nestled in the key business and commercial district of Dubai Media City, Dubai Knowledge Park and Dubai Internet City. Mercure Dubai Hotel offers a unique hospitality experience for business & leisure travelers and well as for long stays at an affordable price. Close proximity to Mall of the Emirates, Palm Jumeirah and major tourist attractions.

An elegant hotel with 1015 suites and apartments spread over 41 floors. Each contemporary room features floor to ceiling windows that have exceptional views of the city & skyline. For meetings, trainings and social events the hotel offers an extensive range of multi-functional meeting and event spaces.

Our commitment to Diversity & Inclusion:

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

Why work for Accor?

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

By joining Accor, every chapter of your story is yours to write and together we can imagine tomorrow's hospitality. Discover the life that awaits you at Accor, visit <https://careers.accor.com/>

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

Disclaimer:

Mercure Hotel Suites & Apartments shall provide an equal opportunity in all aspects of employment and career progress when it comes to gender, nationality, religion, ethnicity, disability and shall not tolerate any illegal discrimination or harassment of any kind.