

Senior / Cost Officer

Job Responsibilities:

- To check and analyse daily receiving summary for various categories including F&B, Sundry, Printing & Stationery.
- Check of store requisition on a daily basis to ensure items and cost centres are posted correctly by store personnel.
- Ensure all delivery orders and invoices taken into the system by the store are done correctly. After which, key in "commit" on each individual invoice to be posted into the correct cost centre and interface to AP.
- Prepare the weekly and monthly F&B cost reports for distribution.
- Breakdown the summary of banquet event order into F&B sales and cost.
- Evaluate menu costing.
- Monitor and ensure appropriate counting of physical stocks during month-end inventory counting.
- Conduct surprise stock checks and ensure all billing instructions are in order.
- Review and prepare the schedule of slow-moving, expired and overstocked items for management on all stocks, including perishable items maintained by the store or other departments on a quarterly basis.
- Monitor disposal of F&B operating equipment breakages.
- Check and verify all bar perpetual & consumption based on individual event reports.
- Update full bottles sales, complimentary room amenities, inter bar & kitchen transfer and spoilage record.
- Daily summary of Officer's and Entertainment check's compliance and summary of sales and cost.
- Prepare Inventory closing report on a monthly basis for store and F&B outlets.
- Monitoring of general store inventory reports to ensure accuracy level in terms of purchasing, requisition, issuing and closing stock.
- Involved in all month-end or periodic inventory processes.
- Covers the duties of the store officer in his absence.
- Supervision and train store officer.
- Performs any duties and responsibilities that Accountant/Financial Controller may assign.

Requirements:

- Min Diploma in Business / Accounting or equivalent.
- 3 years of experience in cost control
- Experience in SCM is an advantage
- F&B/Hospitality industry experience required

To apply for the above position, please send your full resume to hr1.asrs@amarasanctuary.com

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