

# Cost Control Supervisor

## Cinnamon Grand Colombo

We currently have an exciting opportunity for a **Cost Control Supervisor** to join Cinnamon Grand Colombo. Cinnamon Hotel & Resorts is Sri Lanka's largest hotel owner portfolio of 15 hotels and resorts in both Sri Lanka and the Maldives. Adding to its portfolio, the much-anticipated project valued at 1 Billion USD Cinnamon Life Integrated resort, will be opening soon. Cinnamon Grand is a member of John Keells Group, the largest listed conglomerate in Sri Lanka.

### Key Responsibilities

- Review Daily Revenue report.
- Prepare the costing for recipes and menus prepared by the Executive Chef and suggest the selling price.
- Create and maintain the POS system according to the Menus.
- Perform test checking Invoice with Purchase orders and on the receiving of goods at the hotel to ensure that the procedures are followed correctly.
- Prepare daily flash report of food costs.
- Prepare P&L statement of major banqueting events and prepare banquet revenue breakdown summaries.
- Transfer POS revenue data and run the potential usage report. Update menu engineering report for menu items movement.
- Daily analyze the inventory of outlets by reconciling the opening stock with the closing stock, taking account of store issues and sales.
- To be responsible for spot check in stores, receiving and all Inventory outlets. Maintaining the par stock level in the outlets as well as stores.
- Analyze spoilage, slow moving and non-moving reports according to outlets and take necessary actions.
- To prepare all monthly inventories related to the Hotel operation.
- To be responsible for reporting all the retails items. (inventory/variances)
- Prepare the month end reconciliation journal vouchers for the outlets.
- To be responsible for the month closing. (Period closing).
- Attend for P&L review meeting with all the HODs and help them to clarify their expenses.
- Ensure compliance to all control and system procedures and document all processes and identify errors.
- Summarizes, analyzes, and evaluates cost reports; Monitors & checks F&B operations; Analyzes Inventories; Compile reports; Monitors & control productivity and Practices cost containment.

### The ideal candidate should possess

- Should possess a part qualification in Accounting/Finance from a recognized university / professional accounting body.
- Should possess a minimum of 02 years of previous experience as a Cost Control Supervisor / Assistant or similar capacity in a computerized environment, preferably at a star class hotel.
- Excellent communication and analytical skills.

Interested applicants may e-mail their resumes to [lahiruwe@cinnamonhotels.com](mailto:lahiruwe@cinnamonhotels.com) on or before 14<sup>th</sup> of July 2023.

*Your great journey starts here!*



**oneJKH**