



The Fleece Hotel, Richmond

Night Manager/Auditor, Job Description

This is a unique and exciting opportunity to establish your own reputation within a truly exceptional hotel and restaurant, ensuring that it becomes a renowned destination within North Yorkshire. The hotel consists of ten hotel rooms, a forty-cover restaurant, café-bar and lounge bar area.

Our small flexible close-knit team are all dedicated to achieving the highest standards of experience for our guests.

This role will involve taking responsibility for the smooth running of the Hotel overnight, ensuring complete safety and security for our guests and for the building. It will also involve checking daily accounting records and compiling financial records up to revenue and costs reflecting the hotel's financial performance for the day.

The ideal candidate will have,

- An ability to show genuine hospitality
- Total integrity, being trustworthy in all our interactions with guests, colleagues and with all commercial confidential information
- Knowledge of basic accountancy up to Profit and Loss accounts, with an understanding of hotel booking systems.
- Have the self-discipline required to manage their time as this will be primarily a lone working role
- Previous experience in a high-quality customer service environment
- The desire to show that they enjoy hands on working environment; ensuring that the hotel is handed over to the morning duty manager in a fit for purpose state with full records of night time activity
- Some knowledge of simple food preparation

We are offering a competitive salary and this role will start in late March 2018. Please email your application and CV to Clive Rowe-Evans cliveroweevans@greatpotential.co.uk, or telephone me for further information on 07775 734757

