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**CHAPTER ONE**

**INTRODUCTION**

As part of Accra Technical University’s school activities, the university has made sure to incorporate the internship program as a requirement of the award of Bachelor Technology in accosting. The university integrates the field industrial internship program into the university curriculum and provides overall institutional management of the internship program to all relevant students responsible for the program.

**Objectives of the Industrial Attachment**

It provides an opportunity to students to learn by observing, participating and doing and it allows for contextualized and integrated learning based on direct interaction with ground realities. It also enhances and prepares skills of fieldwork, research, documentation, presentation and advocacy.

The Organization Brief History

The African Regent Hotel in Accra, Ghana is a luxury hotel that highlights African culture and hospitality:

* The African Regent was the first luxury boutique hotel in Accra to combine African and cosmopolitan styles. It's been recognized for its hospitality and has hosted many notable guests, including John Legend, Kenny G, and Mo Ibrahim.
* The hotel has a strong African influence, with art, decor, and gastronomy that reflect the continent's design trends and styles. Rooms and suites are tastefully designed with Adinkra symbols, which symbolize everything good about Africa. The hotel also has a restaurant called Mukyia, which serves an African-themed Sunday brunch.
* The African Regent is located in Airport West, Accra's most exclusive neighborhood. It's less than five minutes from Kotoka International Airport, the Accra polo club, Accra Mall, and the Tetteh Quarshie Art Market.
* The African Regent has won several awards, including CIMG Hospitality Facility of the Year in 2009 and 2013, and the International Quality Crown Award.

**The vision / mission statement of The African regent hotel**

**The African Regent Hotel in Accra, Ghana's vision and mission is to offer a taste of Africa while meeting international standards:**

* The hotel's tagline is "Simply 'Afropolitan'" and it's known for its African-themed decor, including Adinkra symbols.
* The hotel's tagline is "Simply 'Afropolitan'" and it's known for its African-themed decor, including Adinkra symbols.
* The hotel is a tourism destination in itself, offering a way to experience Africa's culture and history.
* The hotel understands the connection between business and tourism, and offers a variety of meeting and event spaces.
* The hotel is inspired by the vision of Dr. Kwame Nkrumah for a united Africa.

**The department / unit / section**

**The accounting department of the African regent hotel.**

**The major activities of the African regent hotel**

Services & Facilities · Gym · The IPop-up Shop · WELLNESS AND SPA · Airport Service pick up · Catering Service pick up.

**CHAPTER TWO**

**DESCRIPTION OF WORK DONE AT THE DEPARTMENT / UNIT SECTION**

As an accountant for a hotel chain, your responsibilities include tracking revenue and expenses, organizing financial statements and reports, managing payroll, conducting a financial audit, completing daily financial reconciliation, and reporting financial information to the corporate office.

In hotels, finance and accounting is one of the core departments with the main task of recording and maintaining financial records and monitoring the performance of the hotel's business. Without this department, it would be difficult for a hotel to achieve sustainable, let alone successful, business.

Provides financial information to management by researching and analyzing accounting data and preparing reports. Prepares asset, liability, and capital account entries by **compiling and analyzing account information. Documents financial transactions by entering** account information.

The accounting department is responsible for recording and reporting the cash flow transactions of a company. This department has some key roles and responsibilities, including accounts receivable, accounts payable, payroll, financial reporting, and maintaining financial controls.

**DETAILED ACCOUNT OF WORK PERFORMS / TRAINED**

1. Entering bank transactions in accounting system:

The first step is to determine the transaction and which accounts it will affect. The second step is recording in the particular accounts. Consideration must be taken when numbers are inputted into the debit and credit sections. Then, finally, the transaction is recorded in a document called a journal.

1. Preparing payment advise :

Payment advice is a money order that is established at the initiative of the utility. When a bill is completed, the utility sends the customer a document that indicates a payment amount and the customer's bank details.

1. Issuing out of cheques to vendors
2. Sorting out of vendors invoices
3. Monitor all dummy / PM accounts and report any balance hanging
4. Reconcile all credit cards, momo and DPO transaction with bank and merchant statement
5. Assist store operations

**GENERAL OBSERVATION (new knowledge / skills acquired )**

During their training, accounting interns gain practical knowledge of financial laws and regulations, including proper procedures for tracking information, filing documents, and reporting income or taxes.

* How to put my knowledge and skills into practice. ...
* The benefits of networking. ...
* Understanding workplace culture. ...
* How important good communication is.

**CHAPTER THREE**

**New knowledge / skills acquired and challenges encountered**

* Collaboration.
* Customer service.
* Document management.
* Interpersonal skills.
* Problem-solving.
* Resourcefulness.
* Time management.

**Challenges encountered**

I encountered challenges due to differing ideologies between accounting and non-accounting individual, particularly when instructing non-accounting staff to follow specific steps for various activities.

**CHAPTER FOUR**

CONCLUSION

The attachment program has been of great help to me, as it has narrowed down the theoretical aspect of my studies into a small but large surface area where the actual use of our skills is brought to bear. It has really help to freshen my memories on things learnt even from the very beginning of my studies in the University.

With the help of the industry-based supervisor and other staff, more knowledge has been acquired than expected. Though there were hitches all around, it was successful and very expedient to be a part of this exercise.

At the very beginning, the process was quite slow because I was now adapting to the ways of service at the agency. As time went by it turned out to be very fruitful. I gained experience and skills which is required in accounting department. Throughout my days at the The African regent Hotel, Accra, I have come to a concrete conclusion that industrial attachment is what every student need in order to be better at their field of study, since it fully equip us to birth out a greatness in you.

This opportunity has paved a way for me to be better person both in and outside my career field.

**RECOMMENDATION**

After going through this series of training at the field, I would like to recommend to the Head of Department of accounting department at the Environmental protection Agency that;

1. They should continue their good work, and that they should admit more students who want to have an industrial attachment with them, because learning with and from them is exceptionally worth it.