



SUN SIYAM  
RESORTS

## JOB VACANCY

We are looking for dynamic candidate for Sun Siyam Pvt. Ltd. Sun Siyam is an extensive group of business entities, with its Head Office located in the capital of Maldives, the island of Male'. **The advertised position is based at Male' Office.**

### **Group Cost Controller – 01**

**Workplace: Sun Siyam Building, K. Male'**

#### **Key Responsibilities:**

As a Cost Controller you are responsible to liaise closely with all the Group material purchases and evaluate the best price with quality, Food & Beverage Department on various operational and cost related issues and your role will include key responsibilities such as:

- Perform test checking on the receiving of goods at the hotel to ensure that the procedures are followed correctly.
- Randomly test the inventory of outlets by reconciling the opening stock with the closing stock, taking account of store issues and sales
- Account and monitor for any stock transfer between hotels.
- Carry out spot-checks on the hotel stores rotating stock-takes.
- Coordinate, attend and monitor all food and beverage physical inventories to ensure accuracy.
- Establish and maintain a database for food and beverage inventory stock including up to date pricing.
- Analyze all food and beverage costs monthly and making recommendation of alternatives on cost savings.

#### **Experience & Qualification:**

- Diploma/Degree in Finance
- Minimum 2-year experience in a similar position
- Experience in a 5\* hotel would be desirable.
- Excellent communication and interpersonal skills
- Strong organizational and planning skills
- Highly accurate and detail-oriented
- Pleasant personality with a good grooming
- Computer literacy is a must and knowledge of Micros, Material Control is an asset.

**Deadline: before 15<sup>th</sup> August 2021**

Please email your updated CV & letters of service to: [info.hr@sunsiyam.com](mailto:info.hr@sunsiyam.com)