



## Night Auditor

Closing Date: 25/06/2021

### Description:

Novotel Manchester Centre Hotel requires a Night Auditor to join our team immediately. We're looking for an ambitious, hardworking professional who loves to crunch numbers in between responding to guests' needs. The Auditor will be responsible for all EOD accounting functions and will need to communicate with the night management and security team to ensure the safety of our guests. The ideal applicant should be capable of working productively within a team and at times on their own when dealing with basic functions, such as checking guests in and out, reconciling accounts, communicating with reception, food and beverage, housekeeping and taking initiative for necessary tasks. A flexible schedule and willingness to work occasional overtime when necessary are essential

### Responsibilities:

1. Check In guests
2. Check out guests
3. Assist with guest requests
4. Support the security of the hotel
5. Balance the day's card purchases
6. Balance your shifts cash
7. Balance the day's conference postings.
8. Balance the day's overall revenue report
9. Prepare the hotel lobby for the morning
10. Support the reception team in the morning.

### Benefits:

**Great benefits available and career progression within the brand.**  
Generous bonus scheme up to 1 month extra salary yearly bonus, complimentary weekend stays, discount card for all our hotels and partners.

### Details:

Rate of Pay: £9.20 per Hour  
Working Hours: 8 hours Night Shifts, 5 days on, 2 days off  
Contract Type: Permanent, Full Time

If you're interested in this role, please contact:

**Email: [margaret.bartnikiewicz@gcemployment.uk](mailto:margaret.bartnikiewicz@gcemployment.uk)**  
**Tel: 07503620815**