



# JOB DESCRIPTION

POSITION TITLE: F&B Cost Accountant

Department: Finance

Reporting to: Management Accountant

Grade: N/A

Date approved: February 2023

## OUR VISION

ASM Global's vision for the Coca-Cola Arena is to provide a state-of-the-art multipurpose indoor Arena with impeccable management to establish it as the region's premier entertainment and sports venue for UAE residents and tourists. To achieve this and to drive inbound tourism, the focus must be on securing premier events, delivering world class branding and marketing, the very best practice's, customer service and operating efficiencies.

## OUR MISSION

To be an iconic international standard multipurpose indoor Arena that will place Dubai on the international touring circuit for world-class entertainment and indoor sports to enhance the lives of residents of the UAE and generate significant ongoing growth of inbound tourism to Dubai.

## OUR COMPANY VALUES

**ACCOUNTABILITY** - We follow through on everything and do what we say we are going to do. We believe in taking responsibility for our actions and consistently performing to world-class standards. We have an obligation to create financially sustainable practices and to always remain commercially prevalent.

**DIVERSITY** - We believe diversity is the foundation to our success. By being inclusive, celebrating all our unique points of view and experiences, and most importantly - embracing and encouraging our people to be their authentic self. Diversity is powerful and a champion for change.

**RESPECT** - We respect our team of people and treat everyone with politeness and kindness, which in turn creates a culture where individuals feel valued and appreciated. When we respect each other, our level of trust grows and support increases, creating high performing teams.

**SAFETY** - We believe safety is non-negotiable, core and part of our business - in everything we do. A safe environment creates a great environment. Safety first, every time.

**INNOVATION** - We believe innovation and creativity is the key to being leaders in entertainment. Innovation is not always easy but the right returns brings value, possibilities and opportunities for our stakeholders.

**INTEGRITY** - We treat people the way we want to be treated. We undertake our work ethically and honestly and communicate openly and regularly. Integrity is the essence of who we are.



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## POSITION PURPOSE:

- Analysing, maintaining, and reporting the financial performance of our food and beverage operations.
- Responsible for calculating cost of food and beverage items, short and long-term planning, controlling and pricing aspects
- Accountable for maintaining a suitable inventory of food and beverage items for Coca-Cola Arena operations.

AREAS OF RESPONSIBILITY	PERFORMANCE STANDARDS
General	<ul style="list-style-type: none"> <li>• Analyse food and beverage cost, including raw materials, labour, overhead and other expenses to determine the most accurate cost of goods sold (COGS).</li> <li>• Develop and maintain a cost accounting system to track and control food and beverage costs.</li> <li>• Prepare and update costing of all menu items and actively take part in engineering the menu in terms of the pricing.</li> <li>• Prepare monthly, quarterly, and annual financial statements and reports to provide management with accurate information about the financial performance of our food and beverage operations.</li> <li>• Evaluate vendor contracts, purchase orders, and invoices to ensure that all costs are accurate and properly recorded.</li> <li>• Collaborate with the food and beverage team to identify areas of cost savings and recommend cost-saving strategies.</li> <li>• Provide support to the food and beverage team on various projects and initiatives, including menu pricing, product costing, and cost analysis.</li> <li>• Ensure that all documents and material received in the stores or directly delivered to operation are of satisfactory quality</li> </ul>



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AREAS OF RESPONSIBILITY	PERFORMANCE STANDARDS
	<ul style="list-style-type: none"> <li>• Check and verify systems transactions/ operations (POS, discounts, staff meals, settlements, lost postings, pricing etc.)</li> <li>• Check the cost of sales in all F&amp;B and ensure that costs are within budget.</li> <li>• Continuously study weaknesses in F&amp;B controls implemented and provide suggestions for improvements.</li> <li>• Check and ensure that no material is issued out from the store without requisition or approval from the respective department head.</li> </ul>
Budgeting	<ul style="list-style-type: none"> <li>• Participate in the budgeting and forecasting process for the food and beverage operations, including the development of accurate cost projections.</li> </ul>
Audit	<ul style="list-style-type: none"> <li>• Conduct periodic internal audits to ensure that food and beverage costs are accurately recorded and reported.</li> <li>• Perform regular stock counts with appropriate variance analysis.</li> <li>• Perform regular material warehouse audits to ensure that material is undamaged and maintained neatly throughout the stores.</li> </ul>
Quality Assurance, Compliance & Effectiveness	<ul style="list-style-type: none"> <li>• Ensure you are familiar with and implement all QA requirements in areas under your responsibility and report any deviations to your manager.</li> <li>• Compliance with legislation and company policy</li> <li>• Adequate control measures for risks are maintained</li> <li>• Understanding and commitment of staff to policies, processes and procedures.</li> <li>• Effective corrective and preventive actions to maintain effective processes.</li> <li>• Drive continual improvement of processes and procedures.</li> </ul>



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AREAS OF RESPONSIBILITY	PERFORMANCE STANDARDS
Health, Safety & Environment	<ul style="list-style-type: none"> <li>• Ensure you are trained in operating any equipment or machinery and hold current up to date licenses.</li> <li>• Be familiar with the location of all emergency exits and fire-fighting equipment</li> <li>• Be fully conversant with the fire and emergency evacuation procedures of the Arena and participate in quarterly Fire Evacuation drills with all staff.</li> <li>• Participate in the management of any incident or emergency as directed by the nominated Fire Warden.</li> <li>• Create and uphold a positive and safe working culture.</li> <li>• Report all incidents to your manager and HSE personnel.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Any other ad-hoc duties as requested by your supervisor and manager.</li> </ul>

GENERAL RESPONSIBILITY	PERFORMANCE STANDARDS
<b>Promotion of the Arena services and facilities to clients</b>	<ul style="list-style-type: none"> <li>◆ Friendly, professional communication</li> <li>◆ Cooperation and willingness to assist</li> <li>◆ Positive image portrayed reflecting a professional company image</li> <li>◆ Commitment to Arena vision, mission and company values</li> </ul>
<b>Respond to all Financial issues</b>	<ul style="list-style-type: none"> <li>◆ Ensure all financial issues are attended to and resolved in a timely manner.</li> <li>◆ Develop a good working rapport with all clients and customers.</li> </ul>
<b>Work Ethic</b>	<ul style="list-style-type: none"> <li>◆ Lead by example and act as a role model, ensuring all work practices are conducted in a professional manner.</li> <li>◆ Communication is open, transparent and positive</li> <li>◆ Communicate regularly and effectively with all departments</li> </ul>



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GENERAL RESPONSIBILITY	PERFORMANCE STANDARDS
	<ul style="list-style-type: none"> <li>◆ Demonstrate cultural competence and show respect to team</li> <li>◆ Be punctual and on time for work and meetings</li> <li>◆ Ensure grooming and dress code is professional and respectful of the Middle East environment.</li> <li>◆ Efficient and consistent work practices.</li> <li>◆ Ensure confidential meetings/discussions are kept confidential</li> <li>◆ Adhere to ASM Global Code of Business Conduct at all times</li> </ul>
<b>Stakeholder Relationships</b>	<ul style="list-style-type: none"> <li>◆ Ensure communication is timely, open, honest and transparent.</li> <li>◆ Build, develop and maintain relationships with all key stakeholders.</li> <li>◆ Meet regularly with key focal points from the owner.</li> <li>◆ Report any serious issues or concerns with the owner to the Management Accountant.</li> <li>◆ Ensure all communications, verbal or written is conducted in a timely and efficient manner.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>◆ Timely response to any issues or situations</li> <li>◆ Provide client and or team feedback</li> <li>◆ Identify any potential issues or areas of concern, and come up with ways to improve and resolve situations</li> </ul>
<b>Report any damages to property or equipment</b>	<ul style="list-style-type: none"> <li>◆ Follow correct procedures and report any damages</li> <li>◆ Ensure correct paperwork is completed and submitted in a timely manner</li> <li>◆ Contact Director of Services for anything urgent</li> </ul>
<b>COVID-19</b>	<ul style="list-style-type: none"> <li>◆ All staff must be fully vaccinated to work at the Arena.</li> </ul>



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GENERAL RESPONSIBILITY	PERFORMANCE STANDARDS
	<ul style="list-style-type: none"> <li>◆ Notify immediately a People &amp; Culture rep. if exposed to or contracted COVID-19</li> <li>◆ Ensure all COVID-19 protocols are adhered to.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>◆ Perform other duties as directed by the Management Accountant.</li> <li>◆ Perform other reasonable duties as directed from time to time.</li> <li>◆ Be flexible and willing to undertake all tasks and activities.</li> </ul>

## PERSONAL SPECIFICATIONS:

POSITION		ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Bachelor's degree in Accounting, Business Administration, or a related field	✓	
<b>Experience</b>	Minimum of 3-5 years of experience in cost accounting, preferably in the food and beverage industry. Previous use of NCR or similar system Point of Sale (POS) is advantageous Excellent oral and written communication skills Previous experience in events Fluent in English	✓  ✓ ✓ ✓	✓  ✓
<b>Other requirements</b>	Driving license and car		✓
<b>Skills and Knowledge</b>	Ability to work unsupervised	✓	
	Strong presentation and communication skills	✓	
	Proficient in Microsoft Excel and accounting software such as Business Central	✓	
	Ability to work with multicultural team	✓	
	Listening skills	✓	
	Problem Solving Skills	✓	
	Analytical skills	✓	
<b>Personal Qualities</b>	Friendly and amicable personality.	✓	
	Excellent communication skills at all levels.	✓	



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	Excellent internal and external stakeholder management skills	✓	
	Excellent personal presentation and grooming.	✓	
	Willingness to work as a team member.	✓	
	Willingness to accept direction.	✓	
	Well organised.	✓	
	Can do attitude without compromise of safety.	✓	
	Attention to detail.	✓	
	Ability to work under pressure and meet deadlines.	✓	
	Proven ability to use initiative.	✓	
	Flexibility with working hours.	✓	
	Energetic	✓	

I have read the Position Description detailed above and I fully understand and accept the position as described therein.

© ASM Global	Employee Name	Department: Finance
Venue: Coca-Cola Arena	Employee Signature	Date: