

## JDs for Manager (Finance & Accounts) and Manager (Food & Beverages)

### Manager (Finance & Accounts)

- i. Effective financial planning and management of the club.
- ii. Proper budgeting, accounting and billing procedures.
- iii. Monitoring all financial transactions of the club and dealing with bank related matters.
- iv. To monitor income and expenditure trends of the Club and generate analytical reports in this regard for informed decision making by the club management.
- v. Dealing with the issues of Members e.g. payment of dues etc
- vi. Internal checks/ Internal Audit
- vii. Prudent utilization of Club's financial resources and resource planning including short term investments etc.
- viii. Tax related matters of the Club.
- ix. External audit of the club.

### Manager (Food & Beverages)

- i. Planning, initiatives and resource management of F & B.
- ii. Inventory management.
- iii. Quality assurance of the food.
- iv. Monitor expenditures and costs.
- v. Evolve proper billing mechanism in F & B and strict monitoring/compliance.
- vi. To develop and implement an effective feedback gathering initiative to gain information about the satisfaction of Member's meal experiences.
- vii. Training of staff. Performance management; monitor staff performance and provide feedback
- viii. Ensure Food Hygiene
- ix. Event management
- x. Day to day operational nature activities of the F & B.

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