



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Cost Controller

The incumbent will oversee the Costing Department, Store and Receiving, and work closely with the Food & Beverage Operations and Finance Teams. He/She will also be required to work on business cases and give analytical support to assist the Senior Management in decision making.

Job Responsibilities include, but are not limited to:

- Works closely with the Food & Beverage Department on operational, inventory and cost related matters
- Establishes and implements cost control system and cost category for each business unit
- Evaluates standard recipe, determines theoretical cost and selling price, and provides recommendations on cost control
- Achieves budget objectives by monitoring expenditure, analysing variances and initiating corrective actions
- Protects assets by establishing, monitoring and enforcing internal controls
- Prepares monthly food and beverage reports by collecting, analysing and summarising information and trends
- Supervises stocktaking process in stores, kitchens and bars, and investigates and traces inventory discrepancies
- Ensures proper record keeping of inventories, and tracks and audits all inventory processes
- Oversees preparation of all reports relating to costing, ensuring costs are allocated correctly to each business unit
- Verifies daily outlet void control sheets, controls daily complimentary, FOC and business recovery transactions

Attributes:

- Able to foster teamwork, and work cordially with peers and others
- Works well in a fast-paced environment
- Mature, meticulous, strong interpersonal skills, confident, approachable, patient with excellent communication skills

Interested applicants, kindly submit a comprehensive resume with your expected salary to:
financerecruit@tanglin-club.org.sg