

*The*  
**SIGNET**  
COLLECTION

The Signet Collection is an exciting new hotel group that was founded in 2020. Our first property, The Mitre Hotel Hampton Court, was awarded a place in the Top 50 Boutique hotels in the UK in 2021 and our second property is due to open in Spring 2022. The Signet Collection is on an exciting journey to acquire further hotels, refurbish and relaunch stylish boutique hotels.

As a company we are passionate about guest experience and want all of our team to be part of delivering that experience to our guests through exceptional standards of work.

**Role:**

**STOCK CONTROLLER**

The purpose of the role is to support the business to maximise profit margins and to deliver business plans by working with management and providing detailed analysis on COS and conversion. This role will alert the senior management teams of risks and provide support with the implementation of recommended measures for improvement. Focus will be prioritised on the basis of lost opportunity and Control KPIs.

The Cost-Controller is expected to work under the direction of Finance and to report to a set format. The role can be located primarily either in Hampton Court or our second property in West Berkshire but some travel to the other site in the group shall be required.

**Key Responsibilities:**

**STOCK**

To ensure stocks held on the balance sheet and deliveries / invoices are accounted for accurately and on a timely basis. To support the sites to minimise stock losses and efficient use of resources. Tasks will include:

- Stock Count – including month end
- Stock Valuation Verification
- Stock Turnover Analysis
- Invoice and Credit Verification
- Account Transfer Verification

**REVENUE**

To ensure revenue is collected and reported correctly and to provide analysis to highlight opportunities to increase average spends. Tasks will include:

- Analysis of Epos Configuration
- Uptake & Sales Mix Analysis

## **MARGIN**

To ensure reported actual and theoretical food and beverage margins are accurate. To analyse variances, establish measures to reduce these and make recommendations for improvement.

Tasks will include

- Analysis of Recipe Costs
- Menu Engineering
- Recipe Configuration
- Margin Variance Investigation

## **COMPLIANCE CHECKS**

To ensure all set SOP are being adhered to. To investigate and highlight all issues and actions required to rectify each. Tasks will include:

- Order and Receiving Checks
- Security and Equipment Checks
- Float and Safe Checks
- Cash Up and Banking Checks

## **SYSTEMS & TRAINING**

To guide and mentor colleagues in the use of systems and application of policy & procedure. To assist with user and system base configuration. Tasks will include:

- User Configuration
- Epos Training (EPOS Guestline)
- Stock system Training (Fourth)
- Stock & Cash Procedures

### **Key Requirements:**

- Previous role as Stock Controller
- Extensive experience using and configuring interfacing Stock and EPOS Systems
- Excellent attention to detail
- Strong Microsoft Office Skills, including Excel and PowerPoint.

So, if this inspires you and you would like to be a part of our team on this exciting new adventure, we would love to hear from you!

Contact us with your CV on [generalmanager@mitrehamptoncourt.co.uk](mailto:generalmanager@mitrehamptoncourt.co.uk)