

JOB TITLE/ Chức danh: DIRECTOR/SR. MANAGER, FINANCIAL PLANNING AND ANALYSIS (FP&A)	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Deputy CFO 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none">
Summary of Duties/ Tóm tắt nhiệm vụ <p>The FP&A role is responsible for transforming complex operational data from multiple properties into actionable insights. You will lead the budgeting, forecasting, and financial modeling processes to ensure the group meets its long-term growth targets and maintains peak operational efficiency.</p>	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc <ul style="list-style-type: none"> 1. Strategic Budgeting & Forecasting <ul style="list-style-type: none"> Lead the annual budget process and quarterly re-forecasting for all properties (Hotels, Resorts, and F&B outlets). Partner with Department Heads (Sales & Marketing, Operations, Engineering) to align financial targets with operational realities. Develop "What-If" scenarios and sensitivity analyses to prepare for market volatility or seasonal shifts. 2. Performance Analysis & Reporting <ul style="list-style-type: none"> Analyze monthly financial results, providing deep-dive variance analysis (Actual vs. Budget vs. Forecast). Track key hospitality metrics: Occupancy %, ADR (Average Daily Rate), RevPAR, TrevPAR, and Labor Cost %. Monitor and analyze Flow-Through and Flex to ensure revenue gains are efficiently converted to profit. 3. Operational Partnership & Optimization <ul style="list-style-type: none"> Act as a financial consultant to the Board of Directors (BOD), identifying areas for cost optimization in variable expenses (COGS, energy, payroll). Supporting owner-operator relationships and property improvement plans (PIPs). Review capital expenditure (CAPEX) proposals, conducting ROI analysis for property renovations or new equipment. Analyze F&B profitability, including menu engineering and food/beverage cost controls. Partner with department heads (Front Office, F&B, Marketing) to align financial goals with operational reality. 4. Financial Modeling & Expansion <ul style="list-style-type: none"> Build and maintain sophisticated financial models to support new property acquisitions or management contract valuations. Standardize reporting templates across the portfolio to ensure data consistency and integrity. Support the CFO in preparation for Board of Directors (BOD) meetings and investor relations presentations. 	
Essential Qualifications/ Trình độ chuyên môn <ul style="list-style-type: none"> Bachelor's or Master's Degree in Finance, Accounting, or Economics. 	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) <ul style="list-style-type: none"> ➤ Knowledge:

<ul style="list-style-type: none"> • Minimum of 10 years in finance, with at least 4 years specialized in FP&A Manager role within the hospitality management industry. • Strong at Operation Financial Controller. 	<ul style="list-style-type: none"> • Hospitality Financial Leadership: Deep understanding of the Uniform System of Accounts for the Lodging Industry (USALI) • Ability to synthesize large datasets into concise, executive-level summaries. • Ability to see "beyond the numbers" to understand the operational story behind the data. • Integrity: High level of discretion when handling sensitive payroll and investment data. • Ability to translate complex data into actionable insights for non-finance stakeholders. <p>➤ Skills:</p> <ul style="list-style-type: none"> • Strong presentation skills with the ability to influence non-financial managers. • Expert-level proficiency in Excel (macros, complex modeling) and experience with hospitality ERPs (e.g., SAP, SunSystems) and BI tools (Power BI, Tableau). • Professional fluency in English and Vietnamese to communicate complex financial concepts to international stakeholders and local teams.
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Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: <ul style="list-style-type: none"> Competitive salary based on experience and capability. 	WORK PLACE/ Địa điểm làm việc: <ul style="list-style-type: none"> Ho Chi Minh City
Level <ul style="list-style-type: none"> Level: Director 	Industry/ Ngành nghề: <ul style="list-style-type: none"> Hospitality Management
Team size	Language/ Ngôn ngữ: <ul style="list-style-type: none"> Fluent in English and Vietnamese
Ghi chú cho người giới thiệu:	