



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

### **Cost Controller**

This position reports to the Financial Controller with one direct report in the costing Section.

#### **Your Job Responsibilities include, but are not limited to:**

- Liaise closely with the Food & Beverage Department on operational, inventory and cost related issues.
- Set up the cost control system and cost category for each outlet.
- Evaluate the recipe submitted by F&B and prepare standard recipe costs, this also involves pre-costing all items in the Food & beverage menus. The determination of the selling price is to be approved by the General Manager or House Sub-Committee.
- Set up SOPs, check Store and Receiving to ensure the control policies and procedures are complied with and to ensure the effectiveness of the control system.
- Supervise stocktaking process in stores, kitchens, and bars.
- Ensure proper record keeping of inventories, track and audit all inventory processes.
- Investigate and trace any inventory discrepancies.
- Ensure accurate preparation of all documents associated with the movement of all food and beverage to/from the outlets.
- Responsible for accurate preparation of daily food and beverage cost reports.
- Preparation of all costing reports, ensure costs are allocated correctly to each outlet.
- Monitors food and beverage performance through analysis of F&B food covers, revenue, and cost reports.
- Analyses variances between potential and actual costs and prepares potential cost and sales report for each outlet.
- Verify daily outlet void control sheets, control daily complimentary, FOC and business recovery transactions.
- Perform weekly audits on selected Bars, Kitchens, and Store to control inventory variances and make recommendations for any weaknesses identified during the audits.
- Performs any other related duties that may be assigned from time to time.

#### **Required Qualifications & Experience:**

- 3 to 5 years of experience in a similar capacity Work well in a fast-paced environment
- Min Diploma in Accountancy/Management Accounting/Costing

**Interested applicants, kindly submit a comprehensive resume with your notice period and expected salary to:**

[recruit@tanglinclub.org](mailto:recruit@tanglinclub.org)

**Employability Partner: NTUC's e2i (Employment and Employability Institute)**