



JOB TITLE: Payroll Analyst
DEPARTMENT: Hotel
LOCATION: Shipboard
REPORTS TO: Business Office Manager, Hotel Controller

The Gig:

Main focus of position is the financial operation of the crew area of the vessel, in all areas related to crew where cash is handled or transacted.

Essential Responsibilities:

- Responsible for production and / or checking of VVCSL payroll, prepaid gratuity payments and beverage commission payments.
- Cost control – coordinates with Crew Services Manager to ensure that all charges for transportation, ground expenses, etc are collected from crew signing off on non-scheduled movement (i.e. terminations, resignations).
- Responsible for maintenance of crew accounts, ensuring that any outstanding balances are paid, and collecting payments from crew during scheduled hours.
- Responsible for crew money transfer services (i.e. E-Funds, GMTs), following through from initial deposit by crew, transfer of funds to agent via VVCSL, and collection / deposit at destination. Communicates with accounting and agency facilitating the transfers as necessary.
- Responsible for ensuring that copies of Filipino allotments are sent to VVCSL Accounting following monthly payroll.
- Responsible for collecting VVCSL crew charges from crew (ticket costs, uniforms, required deposits, and miscellaneous charges) each payroll and deposit of same into VVCSL web system.
- Responsible for collection of ticket sale proceeds on behalf of Europe USA Travel and deposit of same into EUSA web system.
- Refunds to VVCSL crew for authorized expenses (i.e. medicals or tickets purchased with authorization) in accordance with VVCSL operations procedures.
- Production of monthly VVCSL payroll analysis report and forwarding to authorized and relevant parties.
- Other duties as directed by Business Office Manager.

Additional Responsibilities:

- Prepare appraisals for individuals under their remit in accordance with Virgin Voyages policies.
- Attends passenger functions as required by Head of Department.



JOB DESCRIPTION

- Partake in inspections, trainings and meetings as required by Head of Department.
- Ensures that the set standards are kept and staff members work according to their respective job descriptions.

Super Powers Required:

- Minimum 3 years' experience in Finance or similar position onboard a Cruise ship or 4/5* hotel/resort.
- Extensive knowledge of accounting procedures.
- All certificates as required by the STCW code for this position.
- Good command of the English Language

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.” The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

I have received a copy of the attached job description. I have read this job description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Company without it being specifically included in the job description. I will be notified of these changes in writing and have the opportunity to ask any questions with my immediate supervisor or Human Resources.

Employee Name (Print): _____

Employee Signature: _____ Date: _____

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