



CORINTHIA
HOTELS

ACCOUNTS EXECUTIVE

Corinthia embodies everything that excellent hospitality is about – service, style and customer satisfaction. We are a family of luxury hotels and in every one of our beautifully designed properties, this Corinthia spirit is apparent. Our dedicated colleagues across the globe contribute to our continued success and outstanding service. In the same way that we provide enriching and uplifting environments for our guests, we do so for our employees too.

Corinthia Hotels Limited is seeking to recruit an Accounts Executive for our Corporate Office in Floriana, Malta.

DUTIES AND RESPONSIBILITIES

- Record supplier invoices using the Sun Accounting System
- Effect payments to suppliers in line with the agreed credit terms
- Prepare back-up documentation regarding re-charges of expenses to related companies
- Provide support to fellow employees using the IriX Purchasing Module
- Analyse staff expense reports, posting them to the general ledger, and issuing reimbursement
- Reconcile creditor and client accounts
- Manage petty cash floats and the relative transactions
- Allocate journal entries in the Sun System
- Analyse and issue hotel daily revenue report summaries
- Issue invoices and post to the Sun System
- Keep all filing up-to-date and in good order
- Import transactions into the Sun System through Vision for Excel
- Issue reports through the Vision for Excel interface
- Help with the preparation of the annual Audit File
- Prepare monthly reports for senior management

The ideal candidate will:

- Possess an ACCA qualification coupled with previous experience in a similar role
- Possess good communication skills in both Maltese and English
- Have knowledge of Microsoft Office especially Excel
- Be able to work independently, on their own initiative
- Have strong organisational skills
- Have an eye for detail and be precise in his/her work

Corinthia Hotels Limited

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