

CHIEF ACCOUNTANT ASSISTANT

We are currently seeking a Chief Accountant Assistant to join our team of Corinthia Prague Hotel in Czech Republic.

Corinthia Hotel Prague beckons with unrivalled panoramic views of this magical city. Located just minutes from some of the city's main cultural and business highlights, including the Vyšehrad Park, Wenceslas Square and the Pankrac Business District, Corinthia Prague is the ideal destination for business and leisure travelers alike.

Scope and Purpose

The Corinthia Prague hotel is looking for an Chief Accountant Assistant. This position should provide accounting and supervisory support to the Chief accountant in all aspects of hotel operational accounting, and deputising in his/her absence.

Entry Requirements

Chief Accountant Assistant will be responsible for producing timely and reliable management information reports on a monthly basis, investigating variances against budgets and provide analysis of differences, performing month end for Accounts Payable, VAT and general ledger in the finance system. Prepares monthly reconciliation and analysis of Agency payroll, ensuring that all invoices and requests for Agency personnel have been properly vetted, verified and authorized. Prepares and executes the monthly VAT claims. Prepares and maintain Fixed Asset register as well as depreciation. Prepares the Expense Account reimbursements, including back-up and accuracy control, calculation of allowances and posting foreign exchange differences. Responsible for accuracy of payment batches of supplier invoices; ensures of proper approvals, backup and posting. Assists in Balance Sheet reconciliation. Assists in management of the various functions of the accounting team Assists in monthly preparation of Management Accounts.

Other skills that will need to be demonstrated include:

- Minimum 2 years in similar capacity
- Familiar with hotel accounting as well as hotel operations
- Demonstrate knowledge of and experience with enforcing internal controls and associated policies and procedures; Czech language fluent, English communication level
- Excellent spread sheet and word processing skills (Microsoft Office)
- Communicate clearly and concisely
- Analytical and have driven to initiate new ideas or plans
- Strong and confident personality coupled with the ability to work as part of a team

Benefits

- 20 paid holidays per annum (plus bank/public holidays)
- 5 weeks of holiday after 1 year of employment
- Complimentary dry cleaning of business attire/uniform
- Discounted Salon, Spa, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Meals on duty
- Professional learning and development programs
- Interesting career opportunity and professional growth
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Multisport card
- Free use of Panorama Hotel's spa – Top Deck Spa

To be considered for the Chief Accountant Assistant role please click 'apply' to be directed to our website to complete the online questionnaire.

APPLY