

# ACCOUNTS CLERK / DEBT COLLECTION (Part Time)

An excellent opportunity exists for a committed, mature and ambitious professional to join the Corinthia Palace Hotel & Spa Team.

## **Job Responsibilities:**

- To ensure the Debt Collection function for the hotel is done in line with forecasts
- set resulting in a positive cash flow for the hotel
- collecting and processing payments on all amounts owed to the hotel
- chasing regularly debts owed and keep records of all actions taken
- providing timely and accurate financial information
- liaising between clients and the relevant departments of the hotels in order to answer client queries, whether these are presented via telephone or correspondence
- Ensures that necessary information in regard to overdue accounts is supplied to the Finance Director and presented in a monthly debtors' meeting
- Controls by recording posting and balancing all advance deposits
- Checks queries and account disputes and clarify with the credit manager and respond immediately
- Ensure all hotels' revenues settled by city ledger are accurately recorded as well as supported by relevant contracts, authorisations and guarantee letters; and sent to clients in a timely manner
- Ensures prompt and accurate payment of approved invoices and pro forma invoices

## **Skills & Knowledge:**



# CORINTHIA

PALACE HOTEL & SPA

MALTA

- Minimum 2 years in similar capacity
- Familiar with hotel accounting as well as operation
- Demonstrate management of a high-volume AR activity, with knowledge of associated controls and procedures
- Experience with a Front Office management system (preferably Opera)
- Communicate clearly and concisely
- Analytical and have the drive to initiate new ideas or plans
- Strong and confident personality coupled with the ability to work as part of a team
- An organized and methodical approach
- A high level of accuracy and attention to detail
- Good time management for meeting strict deadlines

*To be considered for above role please click 'apply' to be directed to our website to complete the online questionnaire.*