

JUNIOR ACCOUNTS PAYABLE CLERK

We are currently seeking a Junior Accounts Payable Clerk 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

Corinthia Hotel Prague is looking for a candidate for the position of Junior Accounts Payable Clerk.

Entry Requirements

The candidate will be responsible for:

- Ensure compliance with policies
- Collate supplier invoices from outlets/centralising
- Invoices are processed
- Payments are made to suppliers
- Support Finance with ad-hoc work and projects as necessary
- Check all supporting documentation attached to the invoice is correct prior to processing on the financial system
- Process invoices in the financial system with 100% accuracy
- Ensure monitoring spreadsheets are completed
- Perform supplier statement reconciliations
- Raise payments as per agreed schedules
- Send remittance advices
- Deal with all enquiries courteously and within set timeframe

Other skills that will need to be demonstrated include:

- Degree in Accounting / Finance or relevant experience
- Experience on similar position at least as an internship
- Experience with SUN is an advantage Independent user in Excel
- Fluent in both spoken and written Czech and English languages
- Excellent time management and prioritization skills
- Ability to work under pressure and meet deadlines
- Excellent team player with an eye for detail

Benefits

- 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 Junior Accounts Payable Clerk role please click 'apply' to be directed to our website to complete the online questionnaire.

APPLY