

Accounts Payable (Full-Time)

This stylish luxury hotel, **Corinthia Hotel St. George's Bay**, is *seeking to recruit an ambitious, determined and highly motivated individual who is willing to embark on a career in hospitality.*

Reporting directly to the Director of Finance and forming part of the Finance Team, this position requires an individual with a proven track record in achieving results through a tactful approach with suppliers whilst maintaining good rapport with third parties through superior levels of service and controls.

The candidate will be responsible for:

- Matching, posting and processing of invoices and delivery notes against authorised purchase orders and issuing payments through the Adaco Inventory System and Accounting Systems
- Filing of all documentation and managing such for audit and statutory reporting purposes
- Developing and maintaining relationships with suppliers and assist in supplier query resolution
- Month end closing procedures including reconciling the purchasing ledger to the general ledger, the preparation of accruals for unreceived invoices and for unmatched purchase orders and delivery notes
- Ensuring that all policies and procedures relating to Accounts Payable are properly implemented and adhered to
- Other related accounting duties

The ideal candidate will:

- Have an Advanced Level of education
- Have a pleasant personality and a professional disposition
- Be computer literate and familiar with Adaco Inventory System and SUN Accounting System
- Be logical, accurate and able to multi-task and can work with minimum supervision
- Be fluent in English and Maltese
- Have excellent verbal and written communication
- Have previous experience in a similar position

We offer:

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

***Candidates are requested to submit their CV by e-mail to the
Human Resources Department on: vacancies.stgeorges@corinthia.com***