

Assistant Financial Controller (Maternity Cover)

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.

A challenging opportunity has arisen for those who would like to advance their career within the Finance Department. The selected candidate will be engaged on a one-year contract and will be responsible to assist the Director of Finance in the management of the Hotel's Accounts Department.

The candidate will be responsible for:

- Assisting the Director of Finance in all his/her endeavors and take on the role in his/her absence
- Preparing and posting all monthly journals
- Preparing all month end accruals and prepayments and any other general ledger journals in line with month end closing
- Assisting Accounts Receivable, Credit Controller, General Cashier, and Payroll Clerk in closing month end
- Monthly reconciliation of balance sheet and bank accounts
- Producing and analyzing monthly payroll reporting
- Preparing statutory returns including VAT
- Assisting the Director of Finance in budget preparation, year end, forecasts, cash flows and monthly/weekly departmental meetings
- Assisting in the preparation of the audit file
- Maintaining effective communication within the department and ensures that the Director of Finance is kept well informed of any problems/queries that have arisen
- Ensuring that Guidelines of Excellence are in place together with any regular updates

The ideal candidate will:

- Hold a degree or in the process of achieving a degree in business management with specialization in Accountancy or ACCA qualification
- Be computer literate and familiar with accounting management software. Knowledge of Hotel PMS systems such as Opera, Sun and Micros POS systems will be considered an asset
- Possess excellent verbal and written communication skills
- Be knowledgeable in local legislation related to finance, taxation and employment

- Be logical, accurate and able to handle multi-tasking
- Be well-organized and possess time management skills
- Be discrete and confidential
- Be able to work in a dynamic environment
- Be self-motivated, able to work under pressure and adhere to deadlines
- Have good organisational skills
- Portray a professional image commensurate with the values of the Company
- Have good command of the English language
- Have excellent analytical and problem solving skills
- Be accurate and detail oriented

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