

ACCOUNTS CLERK (PART-TIME)

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

Reporting directly to the *Director of Finance*, a challenging opportunity has arisen, for those who would like to advance their career within the Finance Department.

The candidate will be responsible for:

- Providing support to the various functions within the Finance team, mainly Payables, Cashiering and Invoicing
- Assisting the team in analysing data and compiling reports
- Ensuring internal procedures are constantly being followed

The ideal candidate will:

- Have the necessary accounting qualifications or is in the process of attaining such
- Be computer literate
- Be logical, accurate and able to handle multi-tasking
- Be well-organized and possess time management skills
- Have an eye for detail
- Be discrete and confidential
- Be able to work in a dynamic environment
- Be self-motivated, able to work under pressure and adhere to deadlines
- Be fluent in English
- Have good organisational skills
- Portray a professional image commensurate with the values of the Company

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