

Accounts Executive

This stylish luxury hotel, Corinthia Palace Hotel & Spa is seeking to recruit an ambitious, determined and an exceptional Accounts Executive who is seeking to embark on a career in one of the most highly recognized hospitality organizations in the world.

As an Accounts Executive you will be responsible for:

- Assist the Director of Finance in providing and developing accurate, timely and relevant financial reports and information.
- Maintaining accurate cash and bank transactions. Ensuring bank reconciliations are done accurately and monthly.
- Conducting financial analysis and preparing detailed financial reports which outline the hotel's position in terms of income and expenditure, with comparisons to budget, past and future performance / forecasts, on a regular basis.
- Assist in audit file preparation and responding to auditor's comments concerning finances, operations and controls and ensuring that the required actions to address deficiencies are undertaken.

Successful candidates will:

- Be willing to work flexible hours including evenings, weekends, and public holiday.
- Possess good command of the English language.
- Previous hotel-related experience desired.
- A high level of accuracy and attention to detail
- Very good to excellent ability to interpret and report financial information
- Good time management for meeting strict deadlines
- Knowledge of and experience with accounting, purchasing, and Front Office management software and Point of Sales systems preferably SUN Accounts, Adaco, Micros F&B and Opera
- Possess experience in a similar position.

In return we offer fantastic industry leading rewards and benefits, including:

- Training & development opportunities
- Growing company with global hotels
- Discounts on F&B and room rates within the Company
- Health Insurance
- Complimentary Laundry Service
- Complimentary Meals on Duty



About Corinthia

Founded in Malta in 1962, this boutique hotel was built around an elegant, converted villa from the 19th century. It faces the Presidential Palace and is next to the beautiful San Anton Botanical Gardens. Surrounded by its beautifully landscaped gardens, the Corinthia Palace Malta is a peaceful setting for a relaxing break and one of the island's leading 5-star hotels. Corinthia Hotels is a growing family of uplifting, luxury destinations.

There are now nine elegant properties worldwide, with several more landmark hotels opening soon. From city-centre hotels to coastal resorts, each one is connected by a strong Corinthia philosophy. Inspired by its Mediterranean, family run heritage, we provide uplifting moments, unforgettable experiences, and exquisite service.

The closing date for the above vacancy is **15-April-2023**

*Candidates are requested to submit their CV by email to the Human Resources Department via **vacancies.palace@corinthia.com***