

# Cashier / Income Auditor

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

**As a Cashier / Income Auditor you will be responsible for:**

- Managing and reconciling the “House Float”, including the cash in the main safe, individual cash floats, cheques, foreign currency receipts, petty cash, and other pay outs.
- Responsible for auditing all administrative PM folios and lost interface posting charges, analyze and transfer respective accounts/folios whilst ensuring that all paymaster accounts and permanent folios are checked out on a timely basis.
- Ensure all hotels’ revenues settled by city ledger are accurately recorded as well as supported by relevant contracts, authorizations, and guarantee letters; and sent to clients in a timely manner.
- Collecting and processing payments on all amounts owed to the hotel.
- Chasing regularly debts owed and keep records of all actions taken.
- Providing timely and accurate financial information.
- Liaising between clients and the relevant departments of the hotels to answer client queries, whether these are presented via telephone or correspondence.
- Ensures that necessary information regarding overdue accounts is supplied to the Finance Director and presented in a monthly debtors’ meeting.
- Controls by recording posting and balancing all advance deposits.
- Checks queries and account disputes and clarify with the credit manager and respond immediately.

**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 and experience with accounting software
- Possess experience in a similar position.
- Basic accounting knowledge is required

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](mailto:vacancies.palace@corinthia.com)***