

ACCOUNTS EXECUTIVE

Corinthia Hotels is seeking to recruit a detail-oriented and dedicated Accounts Executive to support our finance function mostly in relation to the Invoicing, Reconciliations, Payments and Internal/External Reports.

Key Responsibilities:

- Responsible for the administration of the accounts receivable function.
- Responsible for the timely and accurate issuance of invoices to other intra-group and third-party companies.
- Tasked with handling and maintaining intercompany accounts, including posting of invoices, payments and reconciling such.
- Charged with checking, posting and allocating inward payments.
- Tasked with reconciling all the companies bank accounts.
- Responsible for the preparation of various statutory and other statistical reports.
- Upkeep of the accounting system, including the opening of new suppliers, customers, and analysis codes.
- Drives the Corinthia values and philosophy within the team and company.
- Upholding of company policies and contributing to strengthening the culture of control within the team and company.
- Assist in the end of month closing processes.
- Active participation in the audit process.
- Identify and act on opportunities for process improvements.
- Other Ad-hoc tasks and reports as may be assigned from time to time.

Requirements:

- In the initial stages of ACCA.
- Experience in a corporate finance department.
- Previous hotel-related experience desired.
- Strong accounting skills.
- Proficiency with Office365 applications, especially MS Excel.
- Experience in using accounting software.
- Strong analytical and numerical skills.
- Be highly organised, meticulous, attentive to detail and process oriented.
- Have a positive attitude and work under pressure with minimum supervision.
- Have a strong and confident personality coupled with the ability to work as part of a team.
- Possess good command of the English language.
- Very good to excellent ability to interpret and report financial information.
- Good time management for meeting strict deadlines.