

# Accounts Payable

FULL TIME

An exciting opportunity within our cluster of hotels in St Julian's is looking for a new Accounts Payable. The selected candidate will report directly to the Area Director of Finance.

## The candidate will:

1. Ensure all hotels' expenses are accurately recorded as well as authorized by the relevant head of department.
2. Ensure prompt and accurate payment of approved invoices and proforma invoices.
3. Ensures timely and accurate payment to suppliers on a monthly basis or as required and proper reconciliation of supplier accounts.
4. Processes of invoices, expenses claims, and payments requests on the purchase ledger, including matching to goods received and purchased orders and delivery notes; through both Adaco and SUN Accounts.
5. Month-end close procedures including reconciling purchase ledger to general ledger, and the preparation of accruals for unauthorized invoices and of unmatched purchase orders and delivery notes
6. Generally being alert for opportunities to improve the profitability of the department i.e. through controlling wastage and being responsible for the economy of all utilities and resources.
7. Maintains effective communication within the department and ensure that the Director of Finance is kept well informed of any problems/queries that have arisen.

## The ideal candidate:

- Have an Advanced Level qualification in Accounts or similar.
- Be computer literate and ideally familiar with Adaco Inventory System and SUN Accounting System.
- Be logical, accurate and able to multi-task and can work with minimum supervision.
- Have previous experience in a similar position.

## We offer:

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and fast professional growth