

Accountant – Trimetys Hotels

Job description

The Accountant will be working under the responsibility of the Accounts Supervisor of the Hotel Cluster and have a dotted reporting line to the CEO-Hotel Cluster and the Group Chief Financial Officer. The Accountant will ensure that all accounting processes from income, cash flow and expenses are respected and meet the set deadlines. The Accountant will assist in preparing the Monthly, Quarterly and Annual Management Accounts. Managing Debtors and Creditors balances on the right equilibrium will also be part of the responsibilities. The candidate will have to produce reports in comparison to the budget of each property/entity and ensure to adhere to business processes and accounting policies. Ensuring compliance with the statutory laws and financial regulations is also very important to this position. The Accountant will also overlook the Income Audit, Cost Control Sections.

Qualification & Education

- At least ACCA Level 2 or equivalent.

Skills

- Good analytical skills
- Good communication skills both verbal and written
- Strong decision-making skills
- Fully computer literate with strong knowledge of Microsoft Excel

Experience

- At least 2-3 Years of proven working experience in the similar role
- Strong knowledge of local statutory laws and financial regulations.
- Knowledge of Tax.
- Prior experience in the hospitality industry would be a definite advantage.

Expectations to this position

- Proactivity
- Flexibility
- Ability to work in a corporate environment
- Ability to work under pressure
- Ability to work with a high level of accuracy
- Result-oriented
- Ability to meet tight deadlines