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**ACCOUNTS ASSISTANT**

**Exciting opportunity for part-qualified Accounts Assistant for a luxury hotel and resort**

Are you a driven and motivated individual with **a passion for numbers and finance**? Are you eager to take your accounting skills to the next level while working in a dynamic and customer-oriented environment? If so, we have an exciting opportunity for you to join our Finance Team as a part-qualified Accounts Assistant at our beautiful resort.

As a part-qualified Accounts Assistant, you will play a crucial role in supporting our finance team with a range of accounting tasks, focusing on credit control, bank reconciliations, PDQ conciliations, and maintaining positive customer communications. Your keen eye for detail, analytical mindset, and dedication to accuracy will be invaluable as you contribute to the financial success of the business.

**Key responsibilities:**

* **Credit control**: Monitor outstanding customer balances, follow up on overdue accounts, and ensure timely resolution of payment issues. Maintain a professional yet firm approach while liaising with customers to optimise payment collection.
* **Bank reconciliations:** Conduct regular reconciliations of financial transactions to ensure accurate records and identify any discrepancies. Collaborate with the finance team to resolve discrepancies promptly.
* **PDQ conciliations:** Oversee and reconcile PDQ transactions, ensuring all payments are accurately processed and accounted for. Address any discrepancies and work closely with relevant departments to resolve issues.
* **Customer communications:** Foster positive relationships with customers through effective and courteous communication. Handle inquiries, billing concerns, and payment-related questions promptly and professionally.
* **Assist in month-end closing:** Support the finance team during the month-end closing process, including preparing journals and assisting with financial reporting tasks.
* **Recordkeeping:** Maintain accurate and organised financial records and documentation, ensuring compliance with company policies and accounting standards.

**Requirements:**

* Part-qualified or working towards an accounting qualification (e.g., ACCA, CIMA, ACA) to demonstrate a solid understanding of accounting principles.
* Previous experience in credit control, bank reconciliations, or related accounting functions is preferred.
* Strong proficiency in MS Excel and SAGE 50 Accounting software.
* Excellent communication skills, both written and verbal, with the ability to interact professionally with customers and team members.
* Highly organised with great attention to detail and accuracy.
* Ability to work effectively in a fast-paced, customer-focused environment.
* An enthusiastic and proactive attitude, with a willingness to learn and grow within the role.

**What we offer:**

Hospitality is all about looking after people and we are committed to our people. We work hard to ensure you can enjoy your job and are well rewarded.

* Circa £27,500 per annum (dependent on experience), paid monthly 40 hours per week
* 28 days (224 hours) holiday per annum inclusive of bank holidays (increasing with length of service to a maximum of 33 days)
* Free car parking
* Colleague food while on duty
* Colleague discounts
* Colleague social events
* Reward & Recognition Schemes
* 24-hour access to Employee Assistant Programme

If you believe you have the skills and drive to excel in this role, please submit your CV and a cover letter detailing your relevant experience and motivations. We look forward to welcoming a talented and dedicated individual to our finance team!

*By applying for this role, you are consenting for us to hold and process your data in compliance with the General Data Protection Regulations. If you have any questions or wish to exercise your right to access, erase or restrict the holding or processing of your data please contact us and we will respond to your query as soon as possible.*