

MIDLANDS PARK

HOTEL

JOB DESCRIPTION

POSITION Accounts Assistant

DEPARTMENT Accounts

REPORTS TO Finance Manager

JOB PURPOSE

To assist the accounts manager with the finance function with the hotel. The role is primarily an Accounts Payable Role but during absences or requirements of the business the role will encompass all aspects of the accounts function within the property.

Key Requirements

- To live to and embody the values of the business.
- To achieve and develop the competencies of the business.
- To have a positive, approachable manner for team, suppliers, and all relevant stakeholders.
- Deal with matters in a proactive, calm manner.
- To work effectively and efficiently in a multi-facet team supporting the business.

MAIN DUTIES

- ❖ To have a full and comprehensive understanding of the Accounts systems.
- ❖ To be fully aware and adhere to cash procedures when handling cash and completing float counts.
- ❖ To liaise with finance manager during month end process.
- ❖ To be responsible for all calls, both internal and external in a professional and efficient manner.
- ❖ To always work in an organised and efficient manner
- ❖ To answer all phone calls in a polite and timely manner and to assist all callers.
- ❖ To always promote a positive working atmosphere
- ❖ To wear the correct uniform at all times, including footwear and to adhere to the dress and appearance standards as set out in the Staff handbook.

- ❖ To participate in training provided by the company.
- ❖ To assist with any reasonable duties as directed by a Supervisor or Manager.
- ❖ To follow all Health and Safety procedures and guidelines.
- ❖ To be fully aware of and adhere to fire precautions and fire evacuation procedures.

Accounts Payable:

- To manage all aspects of Accounts Payable function within the hotel.
- To manage the day-to-day operation of the Procure Wizard (PW) procurement system.
- To ensure all invoices are entered into PW and transferred over to Sage daily.
- To liaise with suppliers regarding account balances, queries, and payments.
- To prepare supplier payments for authorisation and set up bank payments once authorised.
- To review expenses and highlight any anomalies to Finance Manager.
- To reconcile supplier statements to the Sage System balances.
- To prepare audit files for annual audit.
- To deal with creditors in a timely and professional manner.

Accounts Receivable:

- To liaise with the front office team in compiling and chasing outstanding customers accounts and sales ledgers.
- To complete the daily cash lodgements for the hotel and follow the correct procedures in doing so. (Income Audit Procedures and Reconciliation).
- To follow procedures in relation to petty cash.
- To deal with debtors in a timely and professional manner.
- To input debtors into Sage and follow the correct procedure in doing so.
- To verify all revenues in all operating systems including but not limited to Alkimii, Hotsoft, Sage, Procure Wizard and others.

Payroll:

- To process payroll as per company requirements
- To ensure weekly distribution of staff wages via bank transfer
- To maintain payroll records.
- To ensure processes and procedures follow current regulations.
- To respond and resolve queries from employees and management relating to payroll.
- To calculate wages and deductions.
- To operate all payroll systems including but not limited to Alkimii, Sage and Sage Payroll, including data compilation and input.
- To raise, respond and investigate any queries from ROS.
- To develop the payroll function to ensure it continues to meet business needs.
- To verify tax and credits within Sage Payroll.
- To set up and process new employees.
- Check hours and verify overtime and holiday pay.
- Process relevant paperwork for social welfare, time and attendance, bank, month end and audit.
- Involvement with special situations such as maternity pay.
- Administer accurate records for new starters and leavers.
- To assist with all other duties required.

Employee Signature -----

Date -----

Manager Signature -----

Date -----