

Accounts Assistant

We are seeking a detail-oriented and experienced Account Assistant to join our hotel's finance team. The Account Assistant will play a crucial role in managing financial operations, ensuring compliance, and providing accurate financial reporting. The ideal candidate will have a strong Accounting background, excellent analytical skills, and the ability to contribute to the overall financial success of the hotel.

Responsibilities

- Handling cash and banking, bank reconciliation and cash collections.
- Maintain records of events with the Manager.
- Checking of the accuracy of the FO billing and extra bills.
- Prepare daily revenue report.
- Maintain accounts and ledger.
- Preparation of monthly accounts.
- Monthly stock verifications.
- Submit finance information to the management.

Qualifications

- Bachelor's degree or diploma in Finance, Accounting, or a related field. Professional certifications are a plus.
- Proven experience in financial management, preferably in the hospitality industry.
- Strong analytical and problem-solving skills with attention to detail.
- Proficient in financial management software and Microsoft Excel (e.g., QB) are a plus.
- Ability to work collaboratively with cross-functional teams.

**An existing career with opportunity to grow awaits you.
Please email your resume to hrm@thotupolalakeside.lk.**