



Accountant

The Above vacancy exists at CHC Rest Houses (Pvt) Ltd – Head Office, Colombo

DUTIES & RESPONSIBILITIES

- Manage hotels' management & financial account working alongside the Head of Finance to deliver timely & accurate financial reporting.
- Prepare monthly reports & analysis, reviewing with Head of Finance to complete balance sheets reconciliations.
- Produce an accurate set of month-end accounts controlling accruals, provisions & prepayments for the hotels managed by CHC Rest Houses (Pvt) Ltd.
- Ensure revenue figures are accurately recorded through the interface with the hotels & adjust's ledger figure balances with the aged reports.
- Maintain accurate bank reconciliations through daily checks, following up of discrepancies, credit card chargeback's, unpaid cheques & ensuring accurate recording of receipts, bank cash transfer lines & payments.
- Control the accounts payable function for ensuring the recording of invoices is accurate, approve payments, petty cash, expense claims and ensure supplier statements are accurate.
- Control the accounts receivable function for ensuring the company standards for extending credit, loans & recording of receipts, ledger reconciliations, commission deductions, collections & bad debt procedures are adhered to.
- Control the payroll related entries for ensuring the record is accurate & reflect employee leave records & providing bonus provisions.
- Maintain accurate booking of capital expenditure for ensuring the record is accurate & company policies are applied.
- Produce accurate cash flow forecast & maintain cash flow.
- Produce accurate or audit entries with quarterly VAT returns & any tax declarations.
- Assist daily treasury functions in case of absence of head treasury.
- Ensure all accounting entries are processed in the customized Oracle Accounting Software – AP, AR, FA & GL modules to be used.
- To liaise with the accounting manager in ensuring the best service is given to both internal & external clients, that the financial position is clearly understood & the reported data is accurate.
- Due to any circumstances, duties may vary or ad-hoc duties may require.

PROFILE OF THE ROLE

The Successful candidate will have the following:

- Full qualifications acquired from ICASI/ CIMA/ ACCA and Accounting Degree from a reputed university will be an advantage.
- A working knowledge of Hotel Accounting Software package, SCIENTER, ORACLE, OPERA will be an added advantage.
- Have strong financial/ accounting background.
- Experience in data processing with knowledge of Microsoft Spreadsheets.
- Strong analytical skills.
- Self motivated & able to work independently as well as part of a team.
- Strong communication & interpersonal relationship skills.
- Minimum of 5 years' experience in a similar capacity, preferably in the Leisure sector.
- Age below 40 years.

Attractive remuneration package awaits the most suitable candidate.

Please mention the vacancy you are interested in as the subject of your email.

Email : hr@chcresthouses.com