

# ACCOUNTS PAYABLE

FULL TIME

An exciting opportunity has arisen as one of our hotels in St Julian's is looking for a new Accounts Payable. Reporting directly to the Area Director of Finance, this position requires an individual with a proven track record in achieving results through a tactful approach with suppliers whilst maintaining good rapport with third parties through superior levels of service and controls.

## Scope and Purpose

- Matching, posting, and processing of invoices and delivery notes against authorised purchase orders and issuing payments through the Adaco.
- Inventory System and Accounting Systems.
- Filing of all documentation and managing such for audit and statutory reporting purposes.
- Developing and maintaining relationships with suppliers and assist in supplier query resolution.
- Month end closing procedures including reconciling the purchasing ledger to the general ledger, the preparation of accruals for unreceived invoices and for unmatched purchase orders and delivery notes.
- Ensuring that all policies and procedures relating to Accounts Payable are properly implemented and adhered to.
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## Entry Requirements

- Have an Advanced Level of education.
- Have a pleasant personality and a professional disposition.
- Be computer literate and familiar with Adaco Inventory System and SUN Accounting System.
- Be logical, accurate and able to multi-task and can work with minimum supervision.
- Have excellent verbal and written communication.
- Have previous experience in a similar position.

## We offer:

- Welcoming and fun environment.
- Meals on duty.
- Health insurance cover.
- Interesting career opportunity and fast professional growth.

*Candidates are requested to submit their CV by e-mail to the Human Resources Department on [stjulians.jobs@corinthia.com](mailto:stjulians.jobs@corinthia.com) by 6<sup>th</sup> January 2024*

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