



## **Accounts Assistant – Accounts Payable**

Titanic Hotel, Stanley Dock, Liverpool is all about the restoration of one of the city's most historic and iconic buildings. The Hotel forms part of the Stanley Dock development overlooking the waters of Stanley Dock. The hotel has 153 stylish and spacious bedrooms, unique event space West Bay, Stanley's Bar and Grill, Rum Bar, Maya Blue Wellness and adjoining the incredible Rum Warehouse.

### **Who are we looking for...**

A highly experienced Accounts Assistant – Accounts Payable on a fixed term 12 month contract.

The Accounts Assistant – Accounts Payable will report to the Assistant Financial Controller and will be a key person to continue to drive and improve cost control and efficient purchasing practices across all departments within the Titanic Hotel Liverpool.

We are looking for an Accounts Assistant – Accounts Payable who has extensive experience within a hotel environment and has a strong commercial awareness.

In this standalone hotel, you will be responsible for processing and controlling all aspects of the Accounts Payable function;

- controlling purchase orders,
- matching authorised receiving records / job sheets,
- processing supplier invoices,
- preparing a monthly reconciliation of supplier statements,
- proposing the monthly payment run and dealing with all related queries.

Candidates **must** have an extremely solid accounts payable and hotel background. Experience with Procure Wizard or a similar purchasing system would be a great asset.

### **What we offer**

We offer staff of all levels a range of benefits.

Uniform is provided along with free staff meals on duty.

The Titanic Hotel, Liverpool aims to provide a working environment that is enjoyable, unique!

If you feel you meet the criteria listed above and are an Account Assistant - Accounts Payable who possesses flair, style and an outgoing personality, we would love to hear from you.

Simply apply by sending your CV and covering letter to  
[titanichotel.hr@titanichotelliverpool.com](mailto:titanichotel.hr@titanichotelliverpool.com).



**Please note:** you will need to provide satisfactory references before interview is confirmed and we can only accept applications from those eligible to work and live in the UK.