



## Accounts Assistant – Income Auditor

### Accounts Assistant - Income Auditor Permanent, 40 hours Liverpool

Titanic Hotel, Stanley Dock, Liverpool is all about the restoration of one of the city's most historic and iconic buildings. As a World Heritage site it 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.

We are looking for an Accounts Assistant – Income Auditor who has extensive experience within a hotel environment and has a strong commercial awareness. The role will report to the Assistant Financial Controller and will be a key person to continue to drive and audit all revenue streams throughout the hotel. Responsible for Cash and Credit Card Reconciliations across all departments within the Titanic Hotel Liverpool.

#### Main Responsibilities

- Report to the Assistant Financial Controller
- To carry out thorough auditing practices of all daily business
- To produce accurate daily business reports comparing actual to budget and forecast for circulation to all managers and senior team.
- To confidently communicate all findings to relevant managers and deal confidently on a day to day basis with Head of Departments, Senior Managers and Line staff across the hotel
- Identify and investigate any discrepancies or variances in either revenue or settlements.
- Maintain accounting records to account for house use, management accounts, discounts and any other revenue adjustments
- To understand and ensure that all employees comply with all hotel policies regarding revenue capture and authorization levels for any rebates or discounts

#### Skills, Experience & Knowledge

- **MUST** have an extremely solid hotel background
- Fully experienced within Opera, Micros, Excel
- Excellent communication skills at all levels
- Ability to meet deadlines and work efficiently with the rest of the Finance department

#### What We Offer

- 28 days holiday inclusive of bank holidays
- Employee of the Month scheme
- 50% F&B discount
- Competitive room rates for staff
- Employee Assistance Programme
- Staff meals provided whilst on duty
- Long service awards and recognition

If you feel you have the skills and experience listed above, please apply by sending your CV & covering letter to [titanichotel.hr@titanichotelliverpool.com](mailto:titanichotel.hr@titanichotelliverpool.com) **Please note:** we can only accept applications from those eligible to live and work in the UK.