



## **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. 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.

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

A highly experienced Accounts Assistant – Accounts Payable on a full time 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;

- raising 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.

As a key control function the Accounts Assistant – Accounts Payable also co-ordinates, with HODS, that all requested expenditure falls within Budget guidelines.

You will produce monthly cost analysis reports to circulate to the Management Team.

Candidates **must** have an extremely solid 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. Once you have completed your 3 month probationary period, you will have access to 50% discount on food & beverage and competitive staff room rates to enjoy with your friends and family.

Uniform is provided along with free staff meals on duty. We also run an Employee of the Month scheme, Long Service Awards and have recently enrolled all of our employees into the Hospitality Action Employee Assistance Programme.



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 Accounts Assistant 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.