



JOB DESCRIPTION

KINGSRIDGE LTD THE BLAKEMORE HOTEL AND THE NORFOLK TOWERS HOTEL

Job Title: ACCOUNTS ASSISTANT

Reports to: Financial Controller & Managing Director.

Night Audit Report Control:

Check transactions input from the daily night audit report with the relevant back-up.
Check all Hotel Sales, Guest Payments, Guest Ledger Balances & Rooms Statistics.
Report all corrections and adjustments to Hotel manager & Financial Controller.
File neatly and correctly the Daily night audit reports and relevant back up.
Complete Sales Day Book on Excel spreadsheet.
Ensure that all guest deposits are recorded and reconciled on daily basis.
Complete Daily Banking sheet, investigate and report all cash / credit card differences to the Hotel Manager & Financial Controller.
Ensure that the cash banking procedure is carried out at least twice weekly.
Complete Petty cash sheet for weekly authorization and input onto Sage.
Check all Hotel floats and report any discrepancies.

Book-keeping:

Carry out monthly Cash and Bank reconciliation.
Excel spreadsheet reconciliation from cash-book to bank-statement.
Input Cash book into Sage and reconcile correctly.
Input Sales Day Book into Sage and reconcile correctly.
Keep Nominal ledger file up to date.

Purchase Ledger:

Match invoices with company Purchase order, delivery notes and advice notes.
Code and post all invoices in Sage.
Match all suppliers Invoices & payments on Sage.
File all Invoices in correct order in monthly Lever Arch Files.
Process Commission invoices, (check with opera system) as per deadline.
Carry out monthly Cheque run with authorize remittance.
Deal & resolve with all supplier queries.

Sales Ledger:

Check Sales Ledger Invoices with the night audit report & relevant back up.
Post Sales Ledger Invoices twice a week.
Deal & resolve with all sales ledger queries.
Assist in chasing to ensure all outstanding debtors kept below 30days credit.
Maintain manual sales ledger payment book.
Allocate all payments received to correct age debtor and sales ledger invoice.

Payroll:

Check Time-Sheets for respective departments for actual hours worked.
Keep a record of all employees holidays on excel spreadsheet.
Record authorized employee's hours worked correctly onto Payroll Options forms & fax payroll information to Payroll options as per set deadlines.
Write cheques for wages as per payroll report
Check all payroll reports with time sheets and accuracy.
Ensure all pay slips are signed by employee and collected on weekly/monthly basis.
Update weekly/monthly payroll report on Excel spreadsheet to input onto Sage.
Ensure all employee files are kept up to date and in strictest confidence.

General:

Undertake all temporary assignments and to carry out additional tasks as required within the general framework of the accounting function.
Carry out food & beverage inventory controls as requested by Financial Controller.
Attend to all accounts assistant emails received on daily basis.
Ensure all files are correctly dated & marked with description and archived accordantly.
Keep the accounts office neat and tidy at all times.
Ensure all accounting procedures of the company are adhered to at all times.
Assist in preparation of accurate Monthly Management Accounts & yearly audit.
To provide assistance and absence cover for other members of the Finance team, as required.

The above list is not exhaustive and may change from time to time as per business needs.