



ACCOUNTS ASSISTANT

An opportunity has arisen for an experienced and detail-focused Accounts Assistant to join the Finance team at Comis Hotel & Golf Resort. Reporting to the Financial Controller, you will support the day-to-day financial operations of the business, with particular responsibility for bank reconciliations, purchase ledger, supplier payments and maintaining accurate accounting records. We are looking for someone with strong bookkeeping and reconciliation experience, sound accounting knowledge and excellent attention to detail.

Key Responsibilities

- Completing daily bank and operating system reconciliations
- Processing supplier invoices and reconciling supplier accounts
- Preparing and processing weekly and monthly payment batches
- Reviewing financial information and investigating cash/card variances
- Monitoring and reconciling control accounts
- Maintaining purchase order logs, daily banking records and other key finance spreadsheets
- Preparing journals and posting entries to the accounting system
- Ensuring financial controls, procedures and processes are followed
- Providing support and cover across the Finance team as required

About You

- Previous experience in an Accounts Assistant, bookkeeping or similar finance role
- Strong experience of reconciliations and bookkeeping
- Sound knowledge of accounting principles and VAT
- Excellent numerical, analytical and problem-solving skills
- A high level of accuracy and attention to detail
- Good Microsoft Excel and Outlook skills
- Experience using accounting software; Sage Intacct experience would be advantageous
- Excellent written and verbal communication skills
- The ability to work independently and as part of a small team

Why Join Us?

We offer a competitive salary and benefits package, together with the opportunity to be part of a growing Isle of Man business. Benefits include:

- Hotel discounts
- Free staff uniforms and duty meals
- Employee recognition schemes
- Birthday vouchers
- Participation in service charge distribution
- Free on-site parking
- Learning and development opportunities

The role is 30 hours per week, generally worked Monday to Friday. Some flexibility and additional hours may occasionally be required to meet business needs.

STRICTLY NO RECRUITMENT AGENCIES

APPLY NOW!

Submit your CV to HR@comishotel.com