



General Accounts Assistant - £9.81 per hour – 20 Hours Per Week

The Hythe Imperial has stood at the heart of the beautiful seaside town for hundreds of years. Replete with Victorian splendour, it offers guests the chance to bask in the coastal air and panoramic sea views while enjoying friendly and attentive service from our enthusiastic team. The Hythe Imperial has hosted families, couples, business visitors and locals and each guest has got something unique out of their stay.

We are looking for an enthusiastic and experienced General Accounts Assistant to join our team. This role is to assist the Accounts Team in a very busy hotel.

Main duties and responsibilities will include:

Sales Ledger: Credit Control and Debt Management

Assisting with Purchase Ledger: Inputting invoices and payments

Month End Accounts: Preparing and entering journals and supporting with preparation of Month End Accounts.

Bank Reconciliation: Reconciling all hotel paperwork for different departments

Knowledge of SAGE / OPERA an advantage

Computer literate with MS Office

Administrative tasks as and when required

General support to Accounts team

Able to work to tight deadlines and work calm under pressure

The Benefits:

- **Staff Meals are provided.***
- **Food and Beverage discount (subject to authorisation)****
- **Free use of the Gym and Swimming Pool (Friends and Family discounts available)****
- **20% discount on Spa Treatments***
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Please note this position is 20 hours a week, preferably 4 hours per day across 5 days

All applicants must have the right to work in the UK.

If you're interested in this fantastic opportunity, then please email your CV and covering letter to Human.resources@hytheimperialhotel.com