

Vacancy: Income Auditor (Full Time)

Marina Hotel Corinthia Beach Resort

Reporting Directly to the Financial Controller, a challenging opportunity has arisen, for those who would like to advance their career within the Finance Department.

The candidate will be responsible for:

- Ensuring the accuracy of the Daily Revenue Report prepared by Night Audit.
- Verifying and spot checking the report and F&B report and supporting documents prepared by Night Audit.
- Ensuring entertainment/employments checks are signed and explained by a manager and pass these on to the Financial Controller for approval.
- Checking the backup of rebates and pass these on for approval.
- Making sure that all payments and paid outs are handled as per Front Office credit policy.
- Checking all complimentary and house use rooms and get necessary approval.
- Ensuring that paymaster accounts and permanent folios are checked out on a timely basis.
- Spot checking room rates.
- Verifying that all voided guest checks are explained and approved by the supervisor or manager.
- Reconciling various general ledger accounts at month end.
- Auditing of guest safety deposit boxes within specific time frames.

The ideal candidate will:

- Have good command of English language.
- Have excellent analytical and problem solving skills.
- Possess strong knowledge and work experience of hotel systems i.e. (Sun, Opera, Micros), Excel, Word etc.
- Willing to learn and work in hospitality industry.
- Be accurate and detail oriented.
- Maintain professional appearance.

Candidates are requested to submit their CV by e-mail to the Human Resources Department on: hr@marinahotel.com.mt

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