

03rd December 2019

“With over 210 years of history and memories to last a lifetime”, so say travel critiques from around the world who has experienced the mystical wonders of the Mount Lavinia Hotel.

Mount Lavinia Hotel is the preferred choice for weddings, conferences and celebration of important events.

We invite you to be a part of the Finance Team at the Catering Service of Mount Lavinia Hotel for which we have the following vacancy;

ACCOUNTANT

Responsibilities:

As the accountant, you will monitor all transactions as they contribute to or detract from the hotel revenue. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Carry out a daily check of revenue via an operations audit as per hotel standards
- Reconcile and monitor commissions, rate discrepancies, conference and banqueting revenue against daily function sheets
- Check all the signed bills from room service and record all covers and revenue, spot-check functions daily and the settlement of function bills
- Ensure advanced deposits are collected
- Recommend improvements to processes as required
- Execute tasks/requests as instructed by the management.
- Ensure to check all cash purchases on a daily basis

Requirements:

- Professional qualifications in finance or accountancy (CA Sri Lanka/CIMA/ACCA/CMA)
- Minimum 04 years experience in a similar field. Added qualifications in computer science or information technology with knowledge of implementing financial reporting systems
- High competency in MS Office Suite and producing management information
- Excellent English writing skills
- Ability to analyze data using Business Intelligence tools and knowledge of QuickBooks applications
- Be a highly motivated and organized professional
- Age below 45 years

An attractive salary and perquisites are on offer for the selected candidate.

Please mention the post you are applying for on the subject line of the email and forward your curriculum vitae with contact details of two non-related on or before 17th December 2019 to:

**Head of Human Resources
Mount Lavinia Hotel,
100, Hotel Road, Mount Lavinia.
E-mail: careers@mountlaviniahotel.com**

