

Tregenna Castle Resort is situated in the beautiful fishing town of St Ives, Cornwall. We are looking for an experienced, highly motivated and professional **Assistant Accountant**.

Working under the Accounts Manager, you will be required to work 5 days out of 7, Monday to Friday, 9am to 5pm.

Tregenna Castle Resort boasts an 83-bedroom Hotel, and set within our 72 acres; we also let over 50 Self-catering properties; Timeshare Lodges and owner-let Luxury Signature Collection Homes.

As a continuation of our AA Covid-19 Confident Accreditation award, you will uphold our strict H&S policies and procedures to ensure the safety of our Staff and guests alike.

Tregenna Castle Resort staff are our best asset and the successful candidate will be welcomed into a friendly and professional environment, where we offer a good salary, free on-site parking, staff meal whilst on duty, training and development, and discounts on a range our facilities across the Resort.

Duties to include:

Assisting in preparation of the month end accounts.

Be responsible for maintaining accurate accruals, prepayments and fixed assets and for credit card reconciliations and postings.

Responsible for Bank reconciliation on a daily basis.

Assisting with preparation of the VAT return.

Assisting in preparation and upload of group revenue journals and in revenue analysis.

Dealing with audit queries.

Covering for accounts payable as required.

Responsible for Petty cash control.

Qualifications

You are a highly organised, self-driven person, able to work against tight deadlines with outstanding prioritisation skills. The right candidate will be a problem solver and have good Excel working knowledge.

AAT 4 qualified essential.

Experience Requirement:

Working in a fast-paced environment, preferably in the Hotel or Property development sector.

Part qualification in CIMA or ACCA would be an advantage.

Strong numerical expertise.

Person specification

Must be effective, versatile, with a “can do” attitude.

Thrives on delivery and drives towards results and project completion.

Flexible and willing to perform varying duties depending on the shifting needs of the Company.

Autonomous in approach, not requiring much guidance.

A strong sense of ethics and integrity.

Works effectively across teams and actively encourages inclusivity and all types of diversity.

Additional Information

Job type: Full time and permanent