



For Our Community

Accounts Payable / Revenue Officer (Permanent Full-Time)

WHY WE ARE HERE

We are a high-performing, community-owned organisation with a clear purpose – to create and contribute to a vibrant Inverclyde. People are at the heart of everything we do. Our team act with integrity, strive to excel and approach every undertaking with enthusiasm, drive and energy.

WHY THIS ROLE EXISTS

To be part of the ILT Head Office Finance Team, ensuring the smooth functioning of the finance function in an efficient, transparent and fully accountable manner.

WHAT YOU WILL DO

Be an effective member of the ILT Finance Team. You will assist with the following processes: Creditors / Food Assessment / Liquor Assessment / Revenue Recognition, Cash Flow Management and General Administrative Processes.

KEY DUTIES

- You will work closely with the CFO, Accounts Team Lead and the Internal Auditor Corporate.
- Assist in the processing of the following:
 - Creditors – to be part of the Accounts Payable Team in collating the relevant invoices, process them through Traild and assist in the preparation of the 20th of the month creditor payment
 - Revenue recognition regarding Sundry Debtors Control, Investments, and Cash Flow Management.
 - Food & Liquor Assessments – working with the establishments in calculating the weekly food and liquor assessments
 - General Administrative processes will involve filing and ordering of Head Office items.
- Perform any tasks the CFO/Accounts Team Lead or Internal Auditor Corporate request that are appropriate for the Finance Team.
- Champion, comply with, and promote health, safety and well-being within ILT.

YOU BRING TO THE ROLE

- You have at least three years of experience in Accounts Payable or Accounts Receivable.
- An understanding of the Hospitality and Accommodation Industries will be beneficial.
- You have at least a Diploma in Accounting.
- Competent in Excel.
- Experience in using accounting software, such as MYOB or Xero.
- A positive, can-do attitude with a strong work ethic.
- Competent, fast and accurate.
- Ability to work under pressure and complete tasks within set timelines.
- Community-focused with a passion for people and the community.
- This position will suit an ambitious individual who would like to pursue a career in accounting in a corporate environment operating 23 different establishments / businesses.