

ACCOUNT ASSISTANT

Join CORI Hornbæk Hotel and be part of the exceptional journey as our Account Assistant

Nestled on the Copenhagen Riviera, CORI Hornbæk Hotel blends timeless design with heartfelt hospitality. We create a place to pause, play, and connect — with yourself, our guests, and each other.

At CORI, we deliver light-hearted luxury with soul, welcoming every guest with warmth, elegance, and sincerity. More than a getaway, it's an invitation to live a little more fully with each stay.

Do you thrive in a team that grows, succeeds, and supports each other, guided by integrity, respect, and a one-team mentality? Join us and help create something truly exceptional, together.

About the role

As our **Account Assistant**, you will be providing comprehensive support to the finance function, handling diverse bookkeeping and administrative tasks to ensure accurate financial operations. Duties may include accounts payable, accounts receivable, reporting, system management, expense reports, and other duties as assigned.

Key responsibilities

- Process invoices and expense reports accurately and in a timely manner.
- Prepare vendor payments.
- Reconcile vendor statements and resolve any discrepancies.
- Maintain accurate records of accounts payable and supporting documentation.
- Assist in maintaining proper credit procedures throughout the hotel.
- Prepare and maintain complete, accurate and organized records for all outstanding accounts receivable accounts.
- Collection of outstanding amounts.
- Review group and catering contracts, establish understanding of billing arrangements and follow up on deposits and prepayments.
- Review, reconcile, and update daily credit card settlements and transmissions, ensuring timely receipt of outstanding balances.
- Participate in month-end close by posting journal entries, reconciling balance sheets, and other reconciliations as needed. Ensure compliance with Danish tax laws, financial regulations, and hospitality industry standards.
- Maintain strong internal controls to safeguard assets and prevent financial irregularities.
- Support internal and external audits as required.
- Assist in other areas of the Finance office and perform any special projects as required.

You bring

You are a passionate and dedicated professional who takes pride in your craft and bring a naturally caring approach to everything you do.

Qualifications & Experience

- Degree qualified in Finance or Accounting, or a relevant field of work.
- Minimum 3 years' experience in a similar capacity.
- Knowledge of Danish accounting standards, tax laws, and financial regulations.
- Advanced Excel and familiarity with hotel management systems (Opera, Micros, etc.) is highly desirable.

Key Competencies

- High integrity, professionalism, and attention to detail.
- Strong organizational and time-management skills.
- Ability to thrive in a dynamic, service-oriented environment.
- Effective communication skills and strong interpersonal skills.
- Fluent in **English** (both written and spoken); Danish and additional languages are considered an advantage.

Become one of us

The CORI team

At CORI, we are creating a unique seaside destination where Scandinavian elegance meets genuine hospitality. We believe in crafting unforgettable moments — for our guests, and for each other. Together, we make CORI a place where joy, connection, and effortless elegance come to life by the sea.

Delivering exceptional experiences begins with each of us. That is why training and development are an essential part of your journey when joining CORI. Through our internal academy, you'll take part in dedicated programs designed to support your growth, strengthen your skills, and give you the best foundation for your success.

The CORI team is really excited to hearing from you!

Location: Hornbæk, Denmark (on-site) / Full-Time

Reports To: Head of Finance