



<b>JOB TITLE</b>	ACCOUNTING ADMINISTRATOR	<b>LOCATION</b>	LANZAROTE
<b>DEPARTMENT</b>	Administration	<b>SALARY</b>	ACCORDING TO THE "CONVENIO COLECTIVO DE HOSTELERÍA DE LAS PALMAS"
<b>START DATE</b>	July	<b>CONTRACT TYPE</b>	Temporary
<b>REPORTS</b>	Administration	<b>CONTACT</b>	careers@clublasanta.com

### **JOB DESCRIPTION:**

At Club La Santa, we believe that behind every great guest experience is a team that keeps everything running smoothly. Our Administration Department plays a key role in the efficient operation of the resort, ensuring that our administrative and financial processes are accurate, organised and effective.

As an **Accounting Administrator**, you will become part of a committed and professional team, where your work will contribute to the smooth day-to-day operation of the resort. If you enjoy working in an organised environment, have a solution-oriented mindset and pay attention to detail, this is an excellent opportunity to develop your career in an international workplace.

### **WHAT YOU WILL EXPERIENCE AS PART OF CLUB LA SANTA**

- Flexible salary option: choose between 14 monthly payments plus holiday allowance, or 12 monthly payments with the holiday allowance included.
- Monday to Friday working hours, from **08:00 to 16:00**.
- Staff meals provided during your working day.
- Exclusive employee benefits.
- Free access to our sports facilities.
- An international and multicultural working environment.
- Ongoing training and professional development opportunities.
- Stable employment and a positive working atmosphere.



## **YOUR ROLE IN THE TEAM:**

As an **Accounting Administrator**, you will contribute to the efficient management of the resort's administrative and accounting processes, working closely with different departments to ensure smooth and accurate operations.

Your organisational skills, attention to detail and ability to work collaboratively will be essential in maintaining the quality and efficiency that define Club La Santa.

## **WHAT WILL YOU DO?**

- Carry out administrative and accounting support tasks.
- Process and maintain accounting documentation and records.
- Monitor invoices, payments and account reconciliations when required.
- Assist with administrative processes and period-end closing activities.
- Keep departmental documentation and records organised and up to date.
- Provide administrative support to other departments when required.

## **WHAT WILL HELP YOU SUCCEED WITH US?**

- Previous experience in an accounting or administrative role.
- Experience using ERP systems is considered an advantage.
- Good knowledge of Microsoft Office, particularly Excel.
- A high level of English is considered an advantage.
- Well organised, responsible and detail-oriented.
- Positive attitude, commitment and willingness to learn and contribute.
- Ability to work collaboratively in a dynamic environment.
- Ability to commute to the resort independently.

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If you are interested in applying for this position, please submit a cover letter and resume detailing your relevant experience and why you are an ideal candidate for the position to [careers@clublasanta.com](mailto:careers@clublasanta.com). We look forward to hearing from you.