

Financial Assistant

We're looking for a hands-on and detail-oriented Financial Assistant to join our hotel finance team. You will play a key role in maintaining accurate financial records, handling day-to-day accounting tasks, and ensuring smooth financial operations across departments. Then we would love to hear from you. The position is a maternity cover, running from January 2026 to August 2026.

ABOUT THE JOB

This is a varied role where you'll manage VAT reporting, reconciliations, and assist with month-end tasks, while also providing vacation cover for Accounts Receivable and Accounts Payable when needed. You'll assist with audit preparations and support the Finance Manager with ad hoc projects.

Your main responsibilities include:

- Preparing and submitting VAT returns
- Performing bank reconciliations and matching credit card settlements
- Preparing daily revenue reports and cash-ups
- Assisting with month-end closing, including reconciliations, prepayments, and accruals
- Supporting the preparation of audit documentation
- Providing cover for AR/AP during holidays or peak periods
- Assisting with ad hoc financial tasks and projects

WE OFFER

A professional and dynamic work environment where we strive to deliver excellence — both to our guests and our colleagues. You will be part of a small, supportive finance team giving you a varied workday. We value professional development and collaboration, and you will have the opportunity to learn from experienced colleagues while contributing to maintaining the high standards that define d'Angleterre.

WE EXPECT

You are a structured and reliable finance professional with a strong sense of responsibility and attention to detail. You enjoy working independently but thrive as part of a team and are comfortable in a busy, high-end hospitality environment.

We expect that you:

- Have 3+ years of experience in bookkeeping or finance, preferably within hospitality or hotels
- Possess strong knowledge of Accounts Receivable, Accounts Payable, and general ledger functions
- Are experienced with Microsoft Dynamics 365 Business Central (or similar ERP systems)
- Have a solid understanding of VAT compliance and audit preparation
- Are proficient in Excel and comfortable working with large data sets
- Speak and write Danish and English fluently