



Crew Accounts Administrator



The Döhle IOM Limited Group of Companies, provide ship and yacht management operations, as well as fiduciary services to global clients. Based in Douglas, Isle of Man, we are family owned and operated by Peter Döhle Schiffahrts – KG who are headquartered in Hamburg and are one of the world's largest shipping companies.

Job Purpose

The Crew Accounts Administrator will be responsible for assisting a busy team with the administration of all aspects of crew payroll and accounting on a portfolio of vessels.

Key Tasks and Responsibilities

- Calculation and processing of seafarers' payrolls.
- Calculation of the seafarers' final wages.
- Processing the monthly home/special allotments for the crew.
- Preparation and processing of statements to the owners of the vessels.
- Processing the vessel crew expenses each month (e.g., Cash box and slop chest).
- Reconciliation of balance sheet accounts.
- Maintain the monthly records within the accounting software for your portfolio of vessels.
- Preparation of payments to seafarers.
- General correspondence and communication with the masters, manning agents, owners, and other external parties relating to crew accounting matters.
- Other ad hoc projects.



Knowledge, Experience and Qualifications

- Bookkeeping experience would be beneficial.
- Competent in Excel.
- Sun Accounts experience is desirable.
- An effective communicator, both verbal and written.
- Self-motivated with a desire to learn.
- Detail orientated with a high degree of accuracy.
- The ability to work individually and within a team.
- Ability to work under pressure and adhere to tight deadlines.
- Excellent organisational skills.
- Relevant experience would be beneficial but is not necessary if you can pick things up quickly.

What We Offer You

- An exciting opportunity to work in a fast-paced global industry where your development matters to us. Our commitment to innovation, excellence, and continuous learning provides endless opportunities for personal and professional growth
- We pride ourselves on our friendly, diverse, and supportive culture where collaboration, wellbeing and growth is central to our work ethic
- Our benefits have something for everyone. It is important to us that our employees feel valued and supported in a range of ways that matter to them. They include:
- A range of financial and protection offerings including a competitive employer contributed pension scheme, death in service, private health and dental care, family friendly policies, covering maternity, paternity and parental leave as well as other leave options which recognise a healthy work/life balance.
- Flexible working options
- Our annual holiday allowance starts at 25 days, increasing with length of service.
- For Isle of Man based employees we have an unrivalled office location, positioned on South Quay, our beautiful landmark building offers access to a pool, spa, and gym facilities as well as a fabulous recreational area
- Onsite parking
- An active social committee who plan regular, varied events for employees, and their families, catering to a wide range of interests

Interested in Joining Us?

Please send your CV and salary expectations to recruitment@doehle-iom.com and we will contact you to discuss next steps.

We are committed to creating an inclusive culture which embraces diversity. We promote equal opportunities and ensure that no applicant is subject to less favourable treatment on the grounds of gender, marital status, nationality, ethnicity, age, sexual orientation, responsibilities for dependents, physical or mental disability.

We select candidates for interview based on their skills, qualification, experience, and potential.