



Job Advertisement

Financial Controller

Reports To: Managing Director/General Manager/Assistant General Manager

Liaison with: Operations Manager

Duty Station: Kendwa Rocks Beach Hotel, Zanzibar

Industry: Hospitality

Compensation: Attractive remuneration based on experience

Overview

Kendwa Rocks Hotel is seeking an experienced Financial Controller responsible for managing the hotel's financial performance and accounting operations. This role oversees all aspects of financial management, including budgeting, forecasting, reporting, and compliance. The Financial Controller ensures the financial health of the hotel, aligning financial strategies with the overall business objectives and brand standards.

Responsibilities:

1. Financial Planning & Analysis:

- Lead the preparation of the annual budget, business plans, and forecasts in collaboration with department heads.
- Monitor financial performance by analyzing monthly, quarterly, and annual reports against budget and prior years.
- Provide financial insights and recommendations to the General Manager and executive team to support decision-making.

2. Accounting & Reporting:

- Oversee day-to-day accounting operations, including payroll, accounts payable, accounts receivable, and general ledger.
- Ensure accurate and timely month-end and year-end closings.
- Prepare and present financial statements, including income statements, balance sheets, and cash flow statements.
- Ensure compliance with local tax laws and timely submission of tax returns and statutory filings.

3. Internal Controls & Compliance:

- Develop and maintain internal controls to safeguard the hotel's assets and ensure financial integrity.
- Ensure compliance with company policies, financial regulations, and local legislation.
- Liaise with external auditors during audits, providing necessary documentation and information.

4. Cash Flow & Treasury Management:

- Manage the hotel's cash flow to ensure sufficient liquidity for operational needs.
- Optimize the hotel's working capital by managing accounts payable, accounts receivable, and inventory levels.
- Liaise with financial institutions regarding banking relationships and financing needs.

5. Cost Control & Expense Management:

- Monitor and control operating expenses across all departments to ensure efficient use of resources.
- Lead cost-saving initiatives without compromising guest service quality.
- Review and negotiate supplier contracts to optimize financial terms.

6. Team Management & Development:

- Lead, mentor, and develop the finance and accounting team, ensuring alignment with organizational goals.
- Oversee hiring, training, and performance management of the finance team.
- Foster a culture of continuous improvement and accountability within the finance department.

7. Strategic Leadership:

- Act as a strategic partner to the General Manager, advising on financial implications of business decisions.
- Support business growth initiatives, including capital expenditure projects, by providing financial assessments and recommendations.
- Participate in executive team meetings, contributing to the overall strategic direction of the hotel.

8. Any other duties as might be amended from time to time by the senior management.

Qualifications and Skills:

- Bachelor's degree in Finance, Accounting, or a related field; a Master's degree or CPA/CMA is preferred.
- Minimum of 5-7 years of progressive financial management experience, ideally in the hospitality industry.
- Strong understanding of hotel financial statements (P&L, balance sheet, cash flow), accounting principles, and regulations.
- Experience in budgeting, forecasting, financial analysis, and cost control.
- Proficiency in hotel-specific financial software (e.g., Opera, Micros, Sun Systems) and Microsoft Office Suite, especially Excel.
- Excellent leadership and communication skills.
- High level of integrity and ability to handle confidential information.
- Strong problem-solving and decision-making abilities.
- Knowledge of local tax laws and financial regulations.

Work Conditions:

- Work closely with hotel management and various departments to provide financial guidance.
- May require occasional weekend or evening work during peak periods, audits, or major events.

ONLY interested and qualified applicants are encouraged to submit their recent CV together with the application letter to hr@kendwarocks.com and copy Nooa.Kilupy@kendwarocks.com.

Address of the cover letter: The Managing Director Kendwa Rocks Hotel Ltd
P.O. Box 3939 Zanzibar.

NB: IT IS IMPORTANT TO INCLUDE THE POSITION YOU ARE APPLYING FOR
ON THE EMAIL SUBJECT. APPLICATION DEADLINE: 27TH DECEMBER, 2024 at
23:59 EAT.