

JOB ADVERT

POSITION: Finance Manager – Igongo Country Hotel & Cultural Center, Mbarara.

Back ground

Igongo Country Hotel and Cultural center is a 4 Star hotel offering a collection of luxury quality services including accommodation, a modern health club, restaurants and bars, cultural heritage services including a museum and an eclipse monument and MICE facilities. The Hotel wishes to recruit an experienced and qualified Finance Manager to manage its finance and accounting function.

Duty Station: Igongo Country Hotel and Cultural, Mbarara
Reports to: Hotel General Manager
Supervises: Accounts Assistant, Credit Controller, Cashiers, Foods & Beverages Controller and Store Keeper.

Job Summary/purpose:

To ensure the proper maintenance of all accounting systems and functions. The Hotel Finance Manager will support the Igongo Country Hotel and Cultural Center by managing the accounting function, controls, management of resources, and preparation of timely financial reports in line with the Company's Financial Policies and Procedures. The Finance Manager assists proactively with the hotels' cost containment strategies, revenue enhancement strategies and safeguarding of the company's assets.

Key Duties and Responsibilities:

- In charge of maintaining and improving internal controls with focus on safe guarding assets, revenue, costs and appropriate management of the credit control function.
- Ensure that all supervised staff are compliant with their respective roles and procedures, are mentored and are optimally utilized.
- Preparation, interpretation, submission of monthly and annual financial reports and management and explaining variances to budget.
- To lead the annual drafting of the hotel's departmental and /or annual budgets and cash flow forecasts covering all activities of the hotel.
- Supervise all aspects of banking and cash flow management.
- Working in hand with the ICT function, ensure that the Hotels computerized accounting systems support hotel's business processes.
- Support procurement process by ensuring proper documentation in line with approved procedures and controls for all purchases.
- To ensure that physical inventories of all supplies are been taken on a monthly basis and of all operating equipment on a quarterly basis and reconciled to what is held in the accounting records.
- To ensure that the team complies with the established credit and cash collection procedures with particular attention to the front office cashier(s), corporate clients, meetings and banquets.
- To ensure that there are, at all times, compliance with the procedures and controls by the guests' cashiers.
- Support the procurement cycle by providing budget and liquidity information required to support purchase decisions.
- To approve and sign payments in accordance with established procedures.
- To ensure bank accounts statements are checked on a daily basis, ensure bank accounts are reconciled each month.
- Ensure that all payments are in line with company policy and adequately supported with documentations, properly coded, authorized updated in the

general ledger and that suppliers' accounts are reconciled to the Hotels records on a regular basis.

- To ensure that payroll payments are properly and accurately calculated, authorized and paid to qualifying employees on a timely basis.
- To administer and ensure compliance to statutory obligations with regular reconciliation with the concerned regulators.
- To ensure that all revenue and expenditure are properly recorded in the general ledger and ensure that all balances are reconciled on a regular basis.
- To liaise and coordinate with internal and external auditors and where necessary ensuring that all departments adequately and appropriately respond to internal and statutory audits.
- To manage the insurance policy framework for the hotel.
- Comply with the applicable accounting standards.
- Team collaboration - Work closely with department heads to ensure financial understanding and compliance.

Qualifications:

- The ideal candidate for the Finance Manager should preferably hold a University Degree.
- Possession of professional accounting qualification i.e. CPA / ACCA/CIMA qualification.

Professional memberships:

- Registration with the Institute of Certified Public Accountants of Uganda is an added advantage.

Experience:

- A minimum of three years' finance / accounting experience.
- Experience in hospitality accounting is an advantage.

Skills and competencies:

- Computer Literacy skills:
 - Possess good hands on use of Microsoft Office programs is mandatory

- Possess hands skills in the use of accounting applications with sage providing advantage
- Experience in the use of understanding of specialized hotel property management, reservation is an advantage.
- Excellent communication skills.
- Good analytical and problem solving skills

Personal Attributes:

- Team player.
- Result oriented.
- Self-driven.
- Critical thinker.
- Subscribed to Ethical principles. (Objectivity and confidentiality).

How to Apply:

Suitably qualified and interested candidates should send their applications and updated CVs and copies of relevant certificates to the address below;

The Manager, Nile Hotel International Ltd, 4th Floor, Tall Tower, Crested Towers.
OR send application and attachments to: manager@nilehotel.co.ug

Deadline: 22nd October 2024