



United African Hospitality

Group Finance Manager: Hospitality & Gaming

Key Responsibilities:

- Achieve Financial goals as per performance contract for each hotel property.
- Ensure responsible cost saving to enhance bottom line for each property.
- Working with executives and business heads to prepare budgets and track profit / loss performance by business unit.
- Contribute to the procurement process by monitoring spend against budget for each property.
- Ensuring that cash flows are adequate to allow business units to operate effectively.
- Debtor and Creditor Management.
- Manage all phases of Accounts Payable, Receivable and department budgets.
- Custodian of and ensuring strict adherence to the Finance and Accounting Policies and Procedures of the Group as well as all legislative requirements.
- Facilitating the budgeting and financial strategic direction for the Group short and long-term as per the Group's Financial Strategic planning cycles.
- Assist the General Managers with all finance related needs.
- Prepare regular reports and summaries of accounting activities.
- Prepare financial statements and debtors' listings.
- Verify recorded transactions and report irregularities to management.
- Review the postings, payments, revenue, and guest balance reports on a daily basis.
- Review the Accounts Receivable and Ageing reports on a daily basis.
- Preparing financial reports and submissions to relevant government entities.
- Preparing and presenting financial reports for meetings and Owners, as directed and in line with the Group's reporting calendar.

Experience and Skills Required

- BCom Accounting or 8-10 years financial management experience.
- Hospitality experience.
- Fully conversant with Pastel Evolution, Opera and open to learning all other related software to enable execution of duties
- Strong Budgeting and Forecasting skills
- Strong cash management skills
- Ability to work under pressure.
- Detail oriented

Please note that the above set of responsibilities are not exhaustive. The successful incumbent may be required to perform additional duties and travel from time to time.

Closing date: 21 April 2023

Interested candidates should send an application letter and detailed CV to recruitment@united.com.na Please note that no hand delivered applications shall accepted nor shall CVs submitted be returned.

Only shortlisted candidates shall be contacted.