



Financial Administrator

SINGITA OKAVANGO DELTA, BOTSWANA

The Financial Administrator is a service-provider and enablement role to the property and the business units which operate there. The main purpose of the role is to manage and coordinate all financial and administration activities on behalf of the Finance Head Office. This entails liaising with all Heads of Departments (HODs) regarding their discretionary operating and capital expenditure budgets, as well as running and reconciling both the camp's petty cash and foreign exchange floats.

The Financial Administrator is primarily responsible for:

- The consolidation, budget-allocation and submission of all supplier invoices for payments. This includes those suppliers on account, and one-off payments.
- Reconciliation of onsite cash floats and bank accounts.
- Consolidation and submission of all month-end reporting.
- Coordination of monthly finance management meetings at which performance against budget is assessed and discussed.

The Financial Administrator ensures good communication between the Finance Office and all operational departments on the property. This will require providing financial training to staff when necessary.

The Financial Administrator reports to the General Manager.

Key Responsibilities

- Check all supplier invoices with attention to detail and consistency (Quantity/Price/Quality/Tax Compliance).
- Summarise weekly expenditure per budget line and hold face-to-face meetings with the General Manager to discuss any areas regarding over expenditure and budgetary planning.
- Work with actual vs budgetary YTD figures and have daily communication with Heads of Departments with regards to expenditure vs budget.
- Provide Quarterly Finance Report to the Financial Director with explanations regarding monthly variances and provide accurate forecast expenditure.
- Co-ordinate CAPEX expenditure and submit CAPEX request forms.
- Prepare CAPEX Disposal Forms for update of Fixed Asset Register.
- Manage the petty cash and FOREX float on a weekly basis, ensure that all receipts are collected and processed, and allocated to the correct budget line.
- Check that all revenue is recorded by reconciling daily Transaction Summary Reports and any revenue owed is collected from the relevant parties: i.e. guests and staff.
- Completion of the Revenue & Occupancy spreadsheet.
- Month-end GP's, gratuities, coordinate HOD month end reports for Head Office and arrange monthly management meetings.
- Check final General Ledger for discrepancies.

To apply email your CV to careers@bw.singita.com or visit:

www.singita.com/about/careers



Financial Administrator

SINGITA OKAVANGO DELTA, BOTSWANA

- Preparation and submission of Sustainability Reports (fuels, water, electricity usage, waste reporting etc).
- Preparation of Operating and CAPEX Budget Lead Sheets and provide guidance and assistance to HODs as to budgeting process.
- Budget meetings with HODs and General Manager to finalise budgets for submission.
- Training and handover to relief staff.
- Achieving service excellence through teamwork.
- Contribute towards the 'green' operations of the camp, operating within camp environmental parameters and constantly looking for ways to further 'green' camp operations.
- Attention to detail.
- Accountability.
- Strong communication skills and excellent spoken English.
- Driver's license.
- Willingness to do other tasks reasonably expected of you.
- Citizenship or valid working permit.

Please submit your application by 3 November 2026.

Skills & Experience

- A financial administration qualification with a minimum of 3 years' work experience.
- Must be BICA Registered.
- Strong administration ability – the ability to, and enjoyment of, completing routine administrative tasks and drills.
- Good working knowledge of Excel and competent in all other Microsoft Office programs.
- Curiosity regarding systems and an aptitude for detail.
- Experience in a leadership role is a plus.
- Discretion and reliability
- Excellent problem-solving ability.
- Honesty and reliability.

To apply email your CV to careers@bw.singita.com or visit:

www.singita.com/about/careers