



Accounts Controller

CAPE TOWN, SOUTH AFRICA

Key Responsibilities

The Accounts Controller is responsible for processing the financial results of the tour operating division within Singita as well as various ad hoc tasks in the Finance team. The incumbent will work in conjunction with suppliers, financial institutions and various departments within the Singita Group.

- Report to the General Manager of Finance.
- Process from start to finish, the results of a division within the Singita Group.
- Be responsible for timely delivery of all reconciliations and reports of this division as well as others required by the finance team.
- Maintain a register of all contracts and agreements relating to this division.
- Reconciling and processing loan and balance sheet accounts.
- Reconcile receipt of funds from guest deposits.
- Transact on the various online banking platforms – both local and foreign payments.
- Create systems and processes when new systems are adopted.
- Calculate commission owing to various Travel Advisors within the group and prepare commission statements.
- Perform any other ad hoc projects or assignments as required by the company from time to time.
- Active participation in and effective communication and support of Singita's conservation message and purpose; as well as constantly looking for ways to further 'green' lodge operations.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this support of the multi-skilling of staff.

Skills & Experience

- Degree or Diploma in Financial Accounting with more than 5 years post-qualifying experience.
- Above average proficiency using the accounting software package, Pastel Partner.
- Be able to process to a full set of financial statements. (Income Statement & Balance Sheet)
- Knowledgeable about, curious and/or interested in the Tourism industry. Hospitality experience is advantageous.
- Internet Banking transaction experience.
- Ability to problem solve and think laterally.
- Be accurate, with strong attention to detail.
- Resourceful and comfortable taking initiative to resolve problems.
- Organised and well-spoken.
- Work comfortably under pressure and to deadlines.
- Flexible and comfortable within a changing environment.
- Passionate about sustainability and conservation.

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

www.singita.com/about/careers