



Financial Manager

VOLCANOES NATIONAL PARK, RWANDA

Key Responsibilities

The Singita Finance department assist an entity within the Singita group with the processing of transactions, results, capturing of budgets, facilitation of internal & external audits, as well as ensuring compliance with local tax legislation. The primary purpose of the Finance Manager is to supervise the Finance department in line with the Singita Standards of Excellence and SOPs.

- Preparation of management accounts and key operating expense metrics on a monthly basis.
- Administration and preparation of payroll using Sage 300 People a dedicated payroll software.
- Preparation and submission of all tax declarations to the Revenue authority.
- Oversight and approval of authorised payments on internet banking platform.
- Review of balance sheet reconciliations including creditors and debtors' reconciliations.
- Budgeting and cash flow forecasting including Budget Vs actual analysis.
- Assist with external and internal auditors and other administrative enquiries.
- Assistance with all licencing requirements such a liquor or vehicle licencing.
- Fraud Risk Management.
- Supervise the preparation of daily, monthly, quarterly, and annual financial performance reports including expense analysis. Investigate any variances and implement controls to mitigate these.
- Development of the annual business plan for approval within the given time frame.
- Prepare and check payroll every month.

Key Responsibilities

- Create and maintain relationships with business stakeholders such as suppliers, agents, government institutions etc.
- Ad hoc tasks as assigned by Management.
- Active participation in and effective communication and support of Singita's conservation message and purpose.
- 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.

Application process to close on 13th August 2023

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

www.singita.com/about/careers



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Skills & Experience

- Accounting degree with at least 10 years of experience within a Finance team (preferably from a hospitality background).
- CPA qualification will be an added advantage.
- No history of a criminal record.
- A good understanding of general accounting principles.
- Significant proficiency in an accounting software package – specifically preferably Sage 200 Evolution SAGE Pastel and SAGE Evolution, including Fixed Asset register maintenance.
- High degree of computer literacy - enabling a working knowledge of Property Management systems.
- Accurate work ethic with strong attention to detail.
- Ability to work under pressure and meet deadlines.
- Experience with Internet banking platforms.
- Experience with procurement systems.
- Implementation experience. Prior implementation of financial management and procurement systems.
- Analytical and strategic thinking skills. Interpret data, identify trends and make informed recommendations.
- Knowledge of mobile money transfer systems like MoMo/Mpesa for business systems.
- Strong communication skills (written & verbal) in English.
- Proficient in Corporate income tax, VAT and PAYE regulations, submissions, and calculations.
- Strong leadership and people management skills with a proven track record.

Skills & Experience

- Strong interpersonal skills (demonstrating a high degree of emotional intelligence).
- Passion for the industry and conservation.
- Citizenship or valid work permit.
- Inventory Management skills especially in the Inventory Module.

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