



## Financial Manager

MAUN, BOTSWANA

### 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 Financial Manager is to supervise the Finance department in line with the Singita Standards of Excellence and SOPs.

- Preparation of management accounts and key operating expenses metrics on a monthly basis.
- Administration and preparation of payroll using 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 reconciliations.
- Budgeting and cash flow forecasting.
- Assist with external auditors and other administrative enquiries.
- Assistance with all licensing requirements such a liquor and vehicle licensing.
- 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.

### Skills & Experience

- Accounting degree with at least 10 years of experience within a Finance team (preferably from a hospitality background)
- No history of a criminal record.
- A good understanding of general accounting principles.
- Significant proficiency in an accounting software package – specifically SAGE Pastel.
- 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.
- Strong communication skills (written & Verbal).
- Strong interpersonal skills (demonstrating a high degree of emotional intelligence).
- Passion for the industry and conservation.
- Citizenship or valid work permit.

To apply email your CV to [SMCcareers@singita.com](mailto:SMCcareers@singita.com) or visit:

[www.singita.com/about/careers](http://www.singita.com/about/careers)