



PROPERTY FINANCIAL MANAGER

ABOUT SINGITA

Singita is a conservation brand that has been preserving African wilderness for the past 28 years, offering guests an exceptional safari experience with 15 luxury, award-winning lodges and camps across six regions in Africa.

In partnership with non-profit funds and trusts who implement strategic conservation projects in each region, Singita is preserving and protecting pristine land and wildlife populations, and helping to create economic independence within local communities surrounding the reserves.

WHAT THE ROLE ENTAILS

The Property Financial Manager 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 function based in Kinigi, Musanze. This entails liaising with all Heads of Department regarding their discretionary operating and capital expenditure budgets, as well as running and reconciling both the Lodge petty cash and foreign exchange floats.

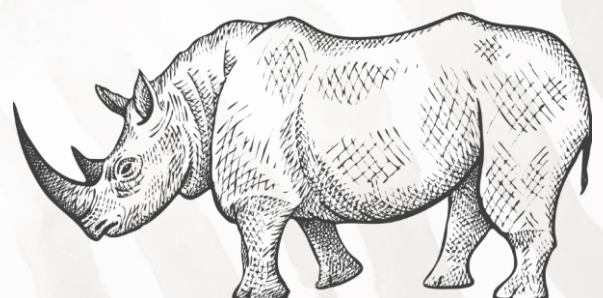
The Property Financial Manager is primarily responsible for:

- The consolidation, budget-allocation and submission of all supplier invoices for payments.
- Reconciliation of onsite cash floats and bank accounts.
- Submission of all month-end reporting.

WHAT YOU WILL NEED

- An administration qualification with a minimum of 3 years work experience
- Strong administration ability – an 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
- Discretion and reliability
- Assertiveness and strong communication skills
- Problem solving ability
- Honesty and reliability
- Accountability
- Attention to detail
- Integrity
- Rwandan citizenship

To apply for this role, please email your CV to Lydia.N@singita.com or complete the application on our website www.singita.com/about/careers



WHAT YOU WILL DO

1. Checking of all supplier invoices with attention to detail and consistency (Quantity / Price / Quality / Tax compliance).
2. 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.
3. Respond to queries from suppliers.
4. Work with actual vs budgetary YTD figures, check the general ledger and provide the Finance team with explanations regarding monthly variances and provide accurate forecast expenditure.
5. Co-ordinate CAPEX expenditure and check that all CAPEX request forms are completed correctly and submitted to the finance team.
6. Manage the petty cash and forex float on a weekly basis, ensure that all receipts are collected and processed, booked to the correct budget line.
7. Check that all revenue is recorded and collected from the relevant parties: i.e. guests, staff and travel agents.
8. Completion of the Revenue & Occupancy spreadsheet.
9. Month-end GP's, gratuities, co-ordinate HOD month end reports for Head Office and arrange monthly management meetings.
10. Training and handover to relief staff.
11. Achieving service excellence through teamwork.
12. Accurate preparation of day-sheets and management of day-sheet updates.
13. Effective communication and administration of reception systems.
14. Daily administration of reservation system and banking.
15. Management and follow up of fault reporting.
16. Allocation of permits/stamps to the relevant guests/staff members as required.
17. Contribute towards the 'green' operations of the lodge, operating within lodge environmental parameters and constantly looking for ways to further 'green' lodge operations.

OUR CORE VALUES

Core to the success of the individual in this role is that their personal values are aligned with Singita's.

LEADERSHIP
Generosity
PASSION
INNOVATION
humility
INTUITION
team-work

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