



SERENA HOTELS

UGANDA

ASSISTANT CREDIT CONTROLLER – KAMPALA SERENA HOTEL -UGANDA

Tourism Promotion Services (TPS), Serena Hotels is a collection of 22 up-market hotels, safari lodges, camps and resorts within 7 Countries in the Eastern Africa region (Kenya, Tanzania, Zanzibar, Mozambique, Uganda, Rwanda, DR Congo).

We are renowned for our presence in magical locations and have the highest reputation for standards and service. We at Serena recognize that human resources are our most important asset, and significant resources are allocated annually towards staff development.

We are currently seeking qualified individuals for the position of **Assistant Credit Controller – Kampala Serena Hotel, Uganda** whose responsibilities will be as outlined below:-

Key Role

The Assistant Credit Controller provides support to the Credit Controller in managing credit and accounts receivable processes.

Responsibilities:

- Follow-up outstanding amounts from debtors in consultation with the sales and marketing department and the credit controller.
- Deal promptly with all queries on client accounts from clients and from other team members.
- Maintain an up-to-date list of outstanding accounts and provide required management information promptly.
- Monitor outstanding debts in the unit guest ledgers to ensure that company policy is being followed. Report problems to the credit controller.
- Maintain proper records of companies with credit facilities.
- Maintain an up-to-date schedule of outstanding accounts and send out debtors' statements not later than 8th of the following month and ensure their accuracy.
- Ensure that cases of bad debts are minimized and advice the Credit Controller on accounts that need to be provided for bad debts.
- Advice the Credit Controller on late accounts receivable or accounts in arrears, duplicate and non-active accounts for appropriate action
- Comply with all financial and accounting policies, including tax regulations.



SERENA HOTELS

UGANDA

Minimum Qualifications:

- A Degree in Accounting Field from a recognized institution.
- CPA Part 2

Experience Required:

- Proven experience of three (03) years in relevant field preferably in a five-star Hotel setting.
- Proficiency in SUN and MC will be an added advantage.

Competencies:

- Knowledge of local and international credit regulations and practices.
- Ability to supervise performance.
- Attention to detail and strong analytical abilities.
- Ability to work under pressure and meet deadlines.
- Ability to handle confidential information professionally.
- Good interpersonal skills
- Excellent written and oral communication skills
- Honest and of impeccable integrity

Mode of Application:

Application letters together with photocopies of relevant academic documents, professional qualifications and copy of the National ID should be submitted to the Human Resources Manager via jobvacancy.kampala@serenahotels.com not later than 25th March 2024.

Note that **ONLY** shortlisted candidates will be contacted.