



# SERENA HOTELS

UGANDA

## **CAPEX AND CASHBOOK ACCOUNTANT – 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 **Capex and Cashbook Accountant – Kampala Serena Hotel, Uganda** whose responsibilities will be as outlined below:-

### **Key Role**

As the Capex and Cash Book Accountant, you will be responsible for managing and overseeing the financial aspects of capital investments and expenditures on the various assets in the Unit and ensure accurate and up-to-date records of cash transactions, reconciling cash transactions and ensuring accurate handling of cash flow in the Unit.

### **Responsibilities**

- Safeguard the company assets by ensuring that company assets have been correctly recorded, valued, tagged and are accounted for in the asset register.
- Maintain a register of capital assets across Ugandan databases including classification of assets, depreciation schedules, asset valuations, new assets, disposals, transfers and assets in transit accounts to ensure assets prepaid for are received at the Units at the agreed timelines.
- Raise assets local purchase orders.
- Facilitate CAPEX approval process, while monitoring expenditure against budget.
- Maintain detailed records of all capital expenditures including approvals, invoices and costs.
- Confirm completeness and correctness of the Daily Cash and daily bankings by the General cashier.
- Prepare cash books accurately from the source documents to show the cash position at any time and distribute reports to Management on time.
- Prepare bank reconciliations and agree the ledger balances with the bank balances.



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- Receive, count and document all cash receipts and disbursements.
- Maintain the cashbook and reconcile cash transactions on a daily basis.
- Oversee the petty cash fund including disbursements, reimbursements and reconciliation.
- Reconcile bank statements and cashbook records to ensure consistency and accuracy.
- Monitor and manage the Unit's daily cash flow needs, including making cash orders or deposits as necessary.
- Provide input into cash forecasting and liquidity management.
- Assist in preparing financial statements and cash flow forecasts.

### **Minimum Qualifications:**

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

### **Experience:**

- 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:**

- Understanding of cash management principles and accounting practices.
- Strong knowledge of financial analysis, budgeting and accounting principles.
- Proficiency in financial software and accounting systems.
- Attention to detail and a high degree of accuracy.
- Strong communication and interpersonal skills.
- Ability to work independently and maintain confidentiality
- Proven ability to work under pressure.
- Ability to be a pro-active and positive team member.
- Honest and of impeccable integrity.
- Excellent analytical and problem-solving skills.
- Ability to work independently and as part of a team.



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**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](mailto:jobvacancy.kampala@serenahotels.com) not later than 25<sup>TH</sup> March 2024.

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