

## Assistant Financial Controller

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Company: Recruitment Matters

Location: Livingstone

Category: other-general

### Overview

Our client in the hospitality industry is looking for an Assistant Financial Controller to join their team; **Duties and responsibilities include but are not subject to;**

Preparing consolidating financial statements and reports required on a daily, weekly, monthly and quarterly basis.

Assisting with the development and evaluation of budgets and preparing budget reports.

Must have sound practical knowledge about costs and stock controls of the hotel industry.

Supporting the formulation and implementation of control systems within the organization.

Overseeing accounts payable, accounts receivable, and payroll, identifying discrepancies, and reconciling accounts.

Supporting the accounting department with all aspects of the general ledger.

Ensuring strict compliance with company and regulatory standards.

Preparing and managing accounts using various software programs.

Preparing and assisting with audits.

Following changes in regulations and compiling reports regarding compliance issues, standards, and accounting practices.

## Key Skills and Qualifications;

Degree in accounting, finance, ACCA, ZICA, CIMA level II or in a related field.

3 years previous experience as an accountant, assistant controller, or in a similar role in a busy hotel or hospitality operation required.

Proven history of hotel or hospitality cost controls and measures required.

Excellent understanding of GAAP and relevant financial accounting regulations.

Member of ZICA.

Strong computer skills and knowledge of accounting software programs and Microsoft excel

Knowledge of Sage, OPERA, MICROS POS and MyInventory advantageous

Excellent verbal and written communication skills.

Highly organized and detail oriented.

Excellent accounting and communication skills.

Strong supervisory and management skills.

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