



✔ UNIT ACCOUNTANT
MASAI MARA



1. JOB PURPOSE

The Accountant will be responsible for maintaining accurate financial records, ensuring effective financial controls, supporting daily camp operations, and providing timely financial information to management. The role requires a hands-on accounting professional who understands the unique requirements of a **luxury safari camp**, including stock and controls, supplier payments, revenue reconciliation, guest billing, statutory compliance, and month-end reporting.

The Accountant will work closely with the Camp Manager, Head Office Finance Team, Procurement and Stores, Food & Beverage, Front Office, and other operational departments to ensure strong financial discipline and accountability.

2. KEY RESPONSIBILITIES

Daily Accounting Operations

- Maintain accurate and up-to-date accounting records for the camp.
- Record daily financial transactions in the accounting system.
- Review and verify supporting documentation for all financial transactions.
- Ensure all transactions are properly coded to the correct general ledger accounts and cost centres.
- Maintain proper filing of invoices, receipts, payment vouchers, LPOs, delivery notes and other financial documents.
- Ensure that all financial transactions are processed in accordance with company policies and procedures.
- Prepare daily and periodic financial reports as required by management.

Revenue & Guest Billing

- Review and reconcile daily camp revenue from accommodation, food and beverage, activities, transport, laundry, spa and other revenue streams.
- Verify daily revenue reports against the Property Management System (PMS) and Point-of-Sale (POS) systems.
- Reconcile cash, credit card, mobile money, bank transfers, direct billing and other payment methods.
- Review guest accounts and ensure all charges are accurately posted.
- Monitor city ledger/direct billing accounts and ensure supporting documentation is complete.
- Follow up on outstanding guest and corporate balances.
- Investigate and resolve revenue discrepancies promptly.
- Ensure all complimentary, discounted and adjusted transactions have the required approvals.

Accounts Payable

- Receive, verify and process supplier invoices.
- Match invoices against LPOs, quotations and delivery notes before processing payments with the head office.
- Maintain an accurate supplier ledger.
- Reconcile supplier statements and resolve discrepancies.
- Ensure proper approval of all expenditure before payment.

Accounts Receivable & Credit Control

- Maintain accurate records of all receivables.
- Raise invoices and credit notes where applicable.
- Monitor outstanding balances and follow up on overdue accounts.
- Reconcile corporate, tour operator, DMC and other credit accounts.
- Ensure all receivables are supported by valid documentation.
- Prepare an aged receivables report for management review.

Bank & Cash Management

- Prepare daily and monthly bank reconciliations.
- Ensure all bank transactions are accurately recorded.
- Monitor camp bank and balances.
- Maintain proper controls over camp open floats.
- Ensure all cash collections are banked promptly and accurately (if any – we're cashless).
- Maintain proper records for mobile money and electronic payment transactions.

Stock & Inventory Control

Given the nature of a camp, the Accountant will play a key role in ensuring strong controls over food, beverages, operating supplies and other camp inventory.

- Work closely with the Stores and Procurement teams to maintain accurate inventory records.
- Review goods received notes and supplier invoices.
- Participate in monthly and periodic stock counts.
- Reconcile physical stock against system records.
- Investigate stock variances and report significant discrepancies.
- Monitor food and beverage cost percentages.
- Review stock movements, wastage, breakages, transfers and adjustments.
- Ensure proper authorization of stock issues and transfers.
- Monitor high-value and sensitive inventory items.
- Support implementation of effective stock control procedures within the camp.

Procurement & Expenditure Controls

- Review procurement documentation to ensure compliance with approved procedures.
- Verify that purchases are supported by approved requisitions and LPOs.
- Confirm goods and services have been received before payment processing.
- Monitor departmental expenditure against approved budgets.
- Identify unusual or excessive expenditure and bring it to management's attention.
- Work with Procurement and Stores to ensure cost-effective purchasing.
- Ensure proper documentation for emergency purchases, which may be common in a remote camp environment.

Payroll & Staff-Related Accounting

- Support preparation and processing of monthly payroll.
- Verify allowances such as staff tips, LTA, deductions and other payroll inputs.
- Work closely with HR on payroll-related queries and reconciliations.

Statutory Compliance

- Ensure invoices and financial documentation comply with applicable tax requirements, including eTIMS requirements.
- Keep abreast of changes in accounting, tax and statutory requirements affecting the business.

Month-End & Management Reporting

- Assist in the preparation of monthly management accounts.
- Prepare journal entries and account adjustments.
- Perform general ledger reconciliations.
- Reconcile balance sheet accounts.
- Review revenue, expenditure and cost centre performance.
- Prepare variance analysis against budgets and previous periods.
- Provide explanations for significant financial variances.
- Support preparation of financial reports for the Camp Manager and Group Finance Team.
- Ensure month-end closing activities are completed accurately and within stipulated timelines.

Audit & Internal Controls

- Maintain strong internal financial controls within the camp.
- Ensure segregation of duties is maintained where practicable.
- Support internal and external audits.
- Provide auditors with required schedules and supporting documentation.
- Implement recommendations arising from audits.
- Identify financial risks and recommend appropriate controls.
- Report suspected fraud, irregular transactions or financial misconduct through the appropriate channels.

3. KEY PERFORMANCE INDICATORS (KPIs)

1. **Accuracy of financial records**
2. **Timeliness of daily and monthly financial reporting**
3. **Bank and cash reconciliation accuracy**
4. **Accounts payable and receivable management**
5. **Revenue reconciliation accuracy**
6. **Stock variance and inventory control**
7. **Budget adherence and cost control**

8. **Reduction of financial discrepancies and revenue leakages**
9. **Timely submission of Head Office reports**
10. **Compliance with company financial policies and procedures**
11. **Quality and accuracy of management reports**
12. **Supplier account reconciliation and payment accuracy**

4. QUALIFICATIONS & PROFESSIONAL REQUIREMENTS

Minimum Qualifications

- Bachelor's Degree in Commerce with specialty in Accounting, Finance, or a related field.
- CPA qualification – preferably **CPA(K)** or equivalent professional accounting qualification.
- Membership of a relevant professional accounting body is an added advantage.
- At least **4 years of relevant accounting experience**, preferably within hospitality, hotels, lodges or safari camps.

5. TECHNICAL SKILLS

The successful candidate should demonstrate:

- Strong knowledge of accounting principles and financial controls.
- Good knowledge of hospitality accounting.
- Strong Excel skills, including formulas, reconciliations and reporting.
- Experience with accounting software, e.g., SUN, material controls systems.
- Experience with PMS and POS systems is an advantage.
- Knowledge of inventory and cost-control systems.
- Knowledge of Kenyan taxation and statutory requirements.
- Strong analytical and numerical skills.
- Ability to prepare management accounts and financial reports.
- Good understanding of budgeting and forecasting.

6. PERSONAL ATTRIBUTES & COMPETENCIES

The ideal candidate should be:

- Honest and highly trustworthy.
- Detail-oriented and analytical.
- Strong in financial discipline and controls.
- Organized and able to meet strict reporting deadlines.
- Proactive and solution-oriented.
- Able to work independently with minimal supervision.
- Comfortable working in a remote camp environment.
- Flexible and adaptable to changing operational demands.
- A strong communicator.
- Able to work collaboratively with diverse teams.
- Assertive enough to enforce financial controls while maintaining good working relationships.
- Discreet when handling confidential financial and employee information.
- Resilient and capable of working under pressure during peak seasons.

7. WORKING CONDITIONS

- The position is based in **Masai Mara**.
- The role requires living and working within the camp environment as per the camp's roster.
- The position may require extended working hours during peak occupancy, month-end closing, audits and other critical operational periods.
- The Accountant should be comfortable working in a remote environment with limited access to some urban services.
- Occasional travel to Head Office or other company properties may be required.

8. AUTHORITY & ACCOUNTABILITY

The Accountant is accountable for:

- Accuracy and integrity of financial records.
- Proper implementation of financial controls at the camp.
- Timely financial reporting.
- Safeguarding company cash and financial assets.
- Proper accounting for revenue and expenditure.
- Compliance with approved financial policies.
- Timely identification and escalation of financial irregularities.
- Maintaining confidentiality of company and employee financial information.

The Accountant should adhere to the approval matrix.

Please send your CV along with a cover letter to:

careers@karenblixengroup.com

We look forward to reviewing your application.