

ALL AFRICA CONFERENCE OF CHURCHES (AACC) VACANCY ANNOUNCEMENT

POSITION: HOTEL ACCOUNTANT

REPORTING TO: DTCC /HOTEL GENERAL MANAGER

BACKGROUND:

The AACC is a fellowship of 217 Member Churches and Christian Councils in 43 African countries. The organization has its Secretariat in Nairobi, Kenya, a Regional Office in Lome, Togo and a Liaison Office to the African Union in Addis Ababa, Ethiopia.

The organization has a 100- room hotel with state of the art conference rooms, and gym. Management is looking for a self-motivated Hotel Accountant to support in the efficient running of the hotel.

Job Purpose

The Accountant is responsible for planning, organizing, and managing the hotel's financial operations to ensure accurate financial reporting, effective internal controls, statutory compliance, prudent cash management, and efficient utilization of financial resources. The role supports management by providing timely financial information, budgeting, forecasting, and financial analysis to facilitate sound decision-making. During the pre-opening phase, the Accountant will establish the hotel's financial systems, accounting policies, internal controls, and statutory registrations to ensure financial readiness before operations commence.

Key Responsibilities

Financial Management

- Maintain complete and accurate accounting records in accordance with International Financial Reporting Standards (IFRS) and the hotel's financial policies.
- Prepare monthly, quarterly, and annual financial statements.
- Manage the hotel's general ledger and ensure all transactions are accurately recorded.
- Prepare monthly management accounts and financial performance reports.
- Monitor cash flow and recommend measures to maintain adequate liquidity.
- Prepare financial forecasts and variance analyses.

- Support management in financial planning and decision-making.

Budgeting and Financial Planning

- Coordinate the preparation of annual operating and capital budgets.
- Monitor departmental expenditure against approved budgets.
- Prepare monthly budget variance reports.
- Advise department heads on budget utilization and cost control.
- Participate in long-term financial planning and investment analysis.

Accounts Payable

- Verify supplier invoices for accuracy and completeness.
- Ensure timely processing and payment of suppliers.
- Reconcile supplier statements.
- Maintain accurate records of accounts payable.
- Monitor outstanding liabilities and payment schedules.

Accounts Receivable

- Prepare and issue invoices to corporate clients and other debtors.
- Monitor outstanding receivables.
- Follow up on overdue accounts.
- Reconcile customer accounts.
- Prepare aged debtors reports and recommend debt recovery actions.

Revenue Management and Income Audit

- Verify daily revenue generated from rooms, restaurants, bars, banqueting, and other outlets.
- Reconcile Point of Sale (POS) reports with Property Management System (PMS) records.
- Review daily cash, credit card, mobile money, and bank receipts.
- Investigate revenue discrepancies and recommend corrective action.
- Ensure completeness and accuracy of daily revenue reports.

Cash and Bank Management

- Monitor daily cash collections and banking.
- Prepare bank reconciliations.
- Manage petty cash and cash float controls.
- Ensure secure handling of cash and negotiable instruments.

- Maintain adequate controls over electronic payments.

Cost Control

- Monitor food, beverage, and operating costs.
- Review inventory reports and stock valuation.
- Analyse departmental costs and recommend efficiency improvements.
- Work closely with the Executive Chef and Food & Beverage Manager to monitor food and beverage cost percentages.
- Support inventory audits and stock verification exercises.

Procurement and Asset Management

- Participate in procurement evaluations to ensure value for money.
- Verify procurement documentation before payment.
- Maintain the fixed asset register.
- Monitor asset acquisition, depreciation, transfers, and disposals.
- Coordinate periodic asset verification exercises.

Statutory Compliance

- Ensure compliance with all applicable Kenyan tax and labour regulations.
- Prepare and file statutory returns within prescribed deadlines, including:
 - PAYE
 - VAT
 - Corporate Income Tax
 - NSSF contributions
 - SHA deductions
 - Affordable Housing Levy (AHL), where applicable
 - Other statutory obligations as required by law.
- Liaise with external auditors, tax consultants, financial institutions, and regulatory authorities.
- Maintain proper statutory records and supporting documentation.

Internal Controls and Risk Management

- Develop and implement sound financial control procedures.
- Ensure segregation of duties and authorization controls.
- Conduct regular internal financial reviews.
- Identify financial risks and recommend mitigation measures.
- Monitor compliance with financial policies and procedures.
- Support external and internal audit processes.

Payroll Administration

- Coordinate monthly payroll preparation.
- Verify payroll inputs including overtime, leave, allowances, deductions, and statutory contributions.
- Ensure timely salary payments.
- Maintain payroll confidentiality.
- Reconcile payroll accounts.

Financial Reporting

- Prepare:
 - Daily revenue reports
 - Weekly cash flow reports
 - Monthly management accounts
 - Quarterly financial statements
 - Annual financial statements
 - Budget performance reports
 - Financial forecasts
 - Key financial performance indicators (KPIs)

Pre-opening Responsibilities

- Develop the Finance Department Standard Operating Procedures (SOPs).
- Establish the hotel's accounting system and chart of accounts.
- Configure accounting software and financial reporting systems.
- Register the hotel with relevant statutory bodies.
- Open and coordinate operational bank accounts.
- Develop procurement approval procedures.
- Establish internal control systems for revenue, procurement, inventory, and payroll.
- Develop departmental budgets.
- Coordinate procurement of finance office equipment and software.
- Train finance department staff.
- Participate in trial operations and financial systems testing before opening.

Key Performance Indicators (KPIs)

The Accountant will be evaluated on:

Financial Performance

- Timely preparation of management accounts.

- Budget adherence.
- Cash flow management.
- Accuracy of financial reporting.
- Profitability analysis.

Compliance

- Timely filing of statutory returns.
- Audit outcomes.
- Compliance with internal financial controls.
- Zero penalties arising from late statutory submissions.

Operational Performance

- Debtor collection period.
- Creditor payment efficiency.
- Bank reconciliation accuracy.
- Revenue reconciliation accuracy.
- Inventory variance levels.

Departmental Performance

- Timeliness of payroll processing.
- Asset register accuracy.
- Staff productivity.
- Implementation of finance SOPs.

Qualifications

- Bachelor's Degree in Accounting, Finance, Commerce, Business Administration (Accounting Option), or a related field.
- Certified Public Accountant of Kenya (CPA-K) qualification (Part III or full membership) is mandatory.
- Membership in the Institute of Certified Public Accountants of Kenya (ICPAK) is an added advantage.
- Knowledge of IFRS and Kenyan tax laws.

Experience

- Minimum of five (5) years' experience in accounting or finance within the hospitality industry.
- At least three (3) years in a senior accounting position.
- Experience in hotel accounting systems and hospitality financial reporting.
- Pre-opening hotel experience will be an added advantage.
- Experience using hotel accounting software and ERP systems.

Skills and Competencies

- Strong financial reporting and analytical skills.
- Budgeting and forecasting expertise.
- Knowledge of Kenyan tax legislation and statutory compliance.
- Internal controls and risk management.
- Excellent numerical and analytical abilities.
- High level of integrity and confidentiality.
- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Computer proficiency in Microsoft Excel, accounting software, PMS, and POS systems.
- Ability to meet strict reporting deadlines.

Personal Attributes

- Honest and ethical.
- Detail-oriented and highly accurate.
- Commercially aware and results-driven.
- Proactive and solution-oriented.
- Strong leadership and supervisory abilities.
- Professional and dependable.
- Adaptable to the demands of a pre-opening environment.

Working Conditions

- Based at the hotel premises.
- Standard office hours with flexibility to work additional hours during month-end, year-end, audits, and hotel opening activities.
- Regular interaction with all departments, suppliers, auditors, financial institutions, and government agencies.

Pre-opening Deliverables

Within the first three months of appointment, the Accountant shall:

- Develop and implement Finance Department SOPs and financial control policies.
- Establish the hotel's chart of accounts and accounting system.
- Complete all statutory registrations and ensure compliance readiness.
- Develop annual operating and capital budgets.
- Implement procurement, inventory, payroll, and revenue control procedures.
- Configure accounting software, PMS, and POS financial interfaces.
- Recruit and train finance staff.
- Produce the first pre-opening financial reports and cash flow forecasts.
- Ensure all finance systems and controls are fully operational before the hotel's soft opening and official launch.

WORKSTATION: AACC Desmond Tutu Conference Centre / Hotel, Nairobi - Kenya.

START DATE: 15TH SEPTEMBER, 2026.

DURATION OF EMPLOYMENT: One (1) year renewable based on satisfactory performance

APPLICATION:

1. Applications should be accompanied by:
 - a. A Cover Letter.
 - b. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
 - c. Certified copies of all qualifications.
 - d. Filled Job Application Form.
2. Interested candidates who meet the above criteria should send their applications to:

THE GENERAL SECRETARY

ALL AFRICA CONFERENCE OF CHURCHES

P.O BOX 14205 – 00800 WESTLANDS, NAIROBI KENYA

Or email to: hr-applications@aacc-ceta.org

SUBMISSION: The deadline for submission 28th August, 2026. Only short-listed applicants meeting the above requirements will be contacted.

SUB OFFICES:

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