



NYANZA CLUB KISUMU

Lolwe Drive, Kisumu, Kenya

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ADVERTISEMENT POSITION - ACCOUNTANT NYANZA CLUB.

Nyanza Club is a private members club that started in 1915, offering Golf, Swimming, Tennis, Squash and other sports facilities to its' members and Guests. The club is family oriented and endeavors to make every family visit homely and memorable.

The mission of the Club is to provide recreational facilities and services to its members, member's guests and reciprocating members. Nyanza Club is an autonomous, non-profit organization whose activities are funded by subscriptions, levies, and contributions from members and well-wishers.

The club is passionately managed by a committee of members and run by professionals to ensure that members and guests are happy, comfortable and have an excellent experience.

Nyanza Club is committed to the concept and practice of equal opportunity and affirmative action and does not discriminate on the basis of social status, color, race, nationality, tribe, profession, creed, religion or sex.

POSITION SUMMARY: Nyanza Club is seeking an Accountant to work in a dynamic, innovative, entrepreneurial spirited environment overseeing activities in the Finance and Accounting Unit of the Club. The accountant will prepare management and periodic financial reports as per the set procedures of the Club. She or he will check monthly payroll processing, preparation of tax computation and submission of periodic returns as guided by the Management of the Club. Will be Reporting to the General Manager and technically to the Management Committee through the Treasurer and will be required to deal with diverse operations in the Department. Duties will typically include supervision, verification and occasional checks.

Primary Duties/Responsibilities

Essential Duties.

- 1) Prepare bank reconciliations as per the framework and standards of the Club.
- 2) Prepare audit schedules for the external auditor and ensure effective implementation of the account's procedures.
- 3) Manage financial and accounting projections of the Club, and reinforce budgetary controls across the departments of the Club.
- 4) Evaluating operation results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities.
- 5) Serves as a liaison to Treasurer, Finance Committee and Management Committee.
- 6) Maintaining all accounting records; develop, analyse and interpret statistical and accounting information.
- 7) Establishing reorder levels.
- 8) Preparation of year-end financial statements.
- 9) Supervising the accounting functions and directly assisting the General Manager on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control.

Position Scope and Magnitude:

Interacts with all departments Nyanza Club, Members, Management Committee and Hotels and hospitality undertaking.

Qualifications

- Bachelor of Commerce (Accounting or Finance) and CPA II; OR CPA (K)
- MBA from a recognized University will be an added advantage
- Be a member of ICPAK in good standing.
- Certificate in Computer Applications.
- Shown merit and ability as reflected in work performance and results.
- At least 3 years' experience in a similar environment.
- Compliance with CHAPTER SIX of the Constitution.

Competencies and interpersonal skills.

- Be creative and strategic thinker with excellent negotiation skills and team-building capability.
- Demonstrated ability to meet all performance aspects of the job.
- Following work instructions, meeting attendance standards, meeting safety standards and comprehending standard operating procedures.
- Strong communication skills: written, oral and listening, should be able to speak in English and Swahili.
- Ability to solve problems and engage employees in a team environment.
- Must be able to perform duties with minimal/no direct supervision.
- Ability to get on well with diverse workforce.
- Ability to listen well, take instructions and translate them into work processes.
- Good leadership, organizational and supervisory skills.
- Records Management, research and Analytical skills.

In return Nyanza Club will offer a very competitive salary and benefits package as well as continued development and career progression on a hospitality industry.

If you're ambitious, driven and looking for more from your career, you could be right for Nyanza Club (Applications closes by Friday 21st October 1700hrs).

How to apply:

1. Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit a soft copy of their applications to **hr@nyanzaclub.com** quoting the position applied for, and a hard copy of their applications through the address;

THE GENERAL MANAGER

NYANZA CLUB

P.O.BOX 29-40100

KISUMU.