

Accounts Assistant at Fairmont Hotels & Resorts

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

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The Fairmont Norfolk is a historic hotel in Nairobi, Kenya and is owned by the luxury hotel chain, Fairmont Hotels and Resorts. The hotel has rooms, 4 restaurants, and consists of 5 main blocks, each ranging from 1 to 2 stories high. The hotel has a signature Tudor style of architecture that has been maintained since its original construction.

What is in it for you:

Employee benefit card offering discounted rates in Accor worldwide

Learning programs through our Academies and the opportunity to earn qualifications while you work

Opportunity to develop your talent and grow within your property and across the world!

Ability to make a difference in the local community through our Corporate Social Responsibility activities, like Planet 21

What you will be doing:

Reporting to the Cluster Director of Finance and Business Support or his designate, responsibilities and essential job functions include but are not limited to the following:
Tax management (Filing/Reconciliation of all Taxes).

Assist Accounts Payable in supplier accounts reconciliation.

Keeping track of all types of payments.

Ensure that all financial payment documents are accurate.

Maintain a detailed record of outstanding payments.

Generate required reports and perform analysis as necessary.

Competencies :

Strong Analytical skills

Self-motivated and able to work independently as well as part of a team

Strong Communication and Interpersonal relationships skills

Able to work under pressure and motivate others to meet tight deadlines

Your experience and skills include:

A graduate degree in business or CPA (K)

3 years' experience in a similar position within the hospitality industry.

Familiar with KRA iTax portal and all Tax related reconciliations

Accounts Payable experience essential

Experience in data processing with knowledge of Microsoft spreadsheets, Opera/SUN/MC & Micros

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Cross References and Citations:

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