

KENYA SAFARI LODGES & HOTELS LTD

VACANCY – ACCOUNTS CLERK-DEBTORS

Kenya Safari Lodges and Hotels is a Limited company incorporated in 1966. Our mission is to enhance customer value by offering top quality hospitality experiences. KSLH attracts many clients in their 3 (three) units being: - **Mombasa Beach Hotel, Voi safari Lodge and Ngulia safari Lodge.**

Scope and main purpose of the Job

This job holder will be responsible for ensuring that all debtors' invoices are received, recorded and dispatched promptly and coordinating debt collection.

Key duties & responsibilities

- I. Dispatches invoices and statement.
- II. Collection of payment from debtors
- III. Reconciles debtors' accounts.
- IV. Reconciles issues raised by the debtors and statement sent to them on time
- V. Ensures prompt follow-up of payments via phone, emails and letters
- VI. Updates and reconcile the debtor's accounts and produces a comprehensive report to enable management review action.
- VII. Performs any other relevant duties and assignment as may be delegated by the supervisor

Qualification & Specifications

- i. Minimum 'O' level education with at least KCSE Grade C or equivalent
- ii. CPA Part II
- iii. Diploma in credit control management from a recognized institution will be an added advantage
- iv. Experience of 1-2 years
- v. Computer proficiency with experience of sun systems & Fidelio V7 will be advantageous
- vi. Good communication skills both written & spoken. Ability to work under minimum Supervision, Demonstrate meticulous attention to details.

How to apply

If you believe that you meet the above criteria, please submit your application alongside a detailed CV, attaching copies of academic and professional certificates and testimonials, stating current position, experience, names of at least 3 professional referees, e-mail address and telephone contacts to the following address:-

**The Ag. General Manager
Kenya Safari Lodges & Hotels Ltd
P.o Box 90414-80100, Mombasa.
(Email: vacancy@kenya-safari.co.ke)**

To reach us by close of business on February Friday 15, 2019. Only short listed applicants will be contacted. KSLH is an equal opportunity employer and canvassing will lead to automatic disqualification.

KENYA SAFARI LODGES & HOTELS LTD

VACANCY – CREDIT CONTROL CLERK

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Scope and main purpose of the Job

This job holder will be responsible for ensuring that all debtors' invoices are received, recorded and dispatched promptly and coordinating debt collection.

Key duties & responsibilities

- I. Drafting cover letter for dispatching invoices.
- II. Ensures that invoices are dispatched on time, copies filed and paid within the credit period.
- III. Reconcile issues raised by the debtors and statement sent to them on time.
- IV. Ensure payments are receipted and posted correctly to their respective debtors ledgers
- V. Update and reconcile the debtor's ledgers
- VI. Produce comprehensive reports to enable management review action.
- VII. Ensures that invoices are proper dispatched on time, copies filed and paid within the credit period.
- VIII. Reconcile issues raised by the debtors and statement sent to them on time.
- IX. Drafting debtors' reminder letters and ensuring that this is done monthly for overdue payments
- X. Performs any other relevant duties and special assignment /projects as may be delegated by the Assistant Accountant/Accountant.

Qualification & Specifications

- vii. Minimum 'O' level education with at least KCSE Grade C or equivalent
- viii. CPA Part II
- ix. Diploma in credit control management from a recognized institution will be an added advantage
- x. Experience of 1-2 years
- xi. Computer proficiency with experience of sun systems & Fidelio V7 will be advantageous
- xii. Good communication skills both written & spoken. Ability to work under minimum Supervision, Demonstrate meticulous attention to details.

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