

## Job Summary:

The Financial Controller is responsible for overseeing all financial operations within the travel agency, including financial planning, budgeting, forecasting, accounting, and compliance. The role requires ensuring financial accuracy, managing financial risks, and supporting the agency's strategic financial decisions.

## Key Responsibilities:

- Oversee debt collection, lead debt collection meetings and inform the directors when service needs to be stopped to clients that are not meeting their contractual payment obligations.
- Oversee the preparation of management reports, budgets, forecasts, and variance analysis to support decision making.
- Ensure the timely and accurate completion of financial statements, reports, and tax filings.
- Prepare and present accurate monthly, quarterly, and annual financial statements.
- Ensure the Credit Control team prepare and share client MIS reports with clients, as per contractual/SLA obligations, in coordination with the travel manager and client relations director.
- Inform when any training is required and lead new innovations and initiatives from the accounting system. Make sure the accounting system is up to date and working
- Monitor key financial indicators especially for IATA/BSP so as to provide insight to management
- Oversee statutory payments: NHIF, NSSF, PAYE and ensure the company is always KRA compliant and correct taxes are applied to all payments made and received.
- Work closely with company banks and other suppliers
- Work closely with sales team on client pricing and attend client meetings to present financial proposal
- Conduct regular department meetings with your team and manage payroll processing
- Ensure the Finance Department is adequately skilled and liaise with HR to ensure the department is adequately staffed and everyone has clear duties and responsibilities

## Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field. CPA or equivalent certification preferred.
- Minimum of 5-7 years of experience in financial management, preferably in the travel or hospitality industry.
- Strong knowledge of financial regulations, accounting principles, and reporting standards.
- Proficiency in financial software and tools (e.g. ERP systems, Excel).
- Excellent analytical, problem-solving, and decision-making skills.
- Strong leadership and team management abilities.
- Exceptional communication and interpersonal skills.



### **Competencies:**

- Attention to detail and high levels of accuracy.
- Ability to work under pressure and meet tight deadlines.
- Strategic thinking and the ability to see the big picture.
- Integrity and ethical conduct in financial management.

### **Salary & Benefits:**

- Competitive salary commensurate with experience.
- Airline Tickets and other benefits
- Medical Insurance

Candidates who meet the qualifications outlined above are encouraged to send their CVs to **info@mycwt.co.ke**