

Job Title: Unit Accountant
Reports to: Finance Manager

Job Summary

We are seeking a detail-oriented and results-driven **Unit Accountant** to join our management team. As the second-in-command to the Finance Manager, the Unit Accountant will oversee day-to-day financial operations of the hotel, ensuring accuracy, compliance, and timely reporting to support sound decision-making.

Key Responsibilities

- Supervise and manage the finance and accounts team to ensure accurate bookkeeping and timely reporting.
- Oversee daily accounting functions including accounts payable, receivable and bank reconciliations.
- Prepare and analyze monthly financial statements, budgets, and forecasts for management review.
- Monitor cash flow, revenue, and expenses to ensure financial stability and cost efficiency.
- Ensure compliance with internal controls, statutory regulations, and audit requirements.
- Support departmental heads with financial insights to drive profitability and operational efficiency.
- Step in for the Finance Manager when required, providing leadership and direction to the finance function.

Qualifications & Skills

- Bachelor's Degree in Accounting, Finance, or related field; CPA/ACCA qualification preferred.
- Minimum 5 years' progressive accounting experience, with at least 2 years in a supervisory or management role.
- Previous experience in the hospitality industry is an added advantage.
- Strong knowledge of financial reporting, budgeting, and statutory compliance.
- Excellent analytical, leadership, and communication skills.
- High level of integrity, accuracy, and attention to detail.

Application Procedure

Got what it takes? We'd love to hear from you! Send your application and CV to careers@gelianhotel.com on or before 29th August 2026.

Gelian hotel is an equal opportunity employer.