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NAIROBI CLUB

FOUNDED 1901

***Exciting Career Opportunity at Nairobi Club***

**INTERNAL JOB ADVERTISEMENT**

**F&B CONTROLLER (JOB REF: NC/FBC/10/2019)**

**Brief Background of the organization**

Nairobi Club is a private members’ Club, owned by its Members. It was established in 1901 by Members who realized the need for a home environment in the heart of Nairobi. The Club is the second oldest and most popular establishment of its kind in Kenya.

We are situated at the fast growing Upper Hill region north of the Central Business District – (CBD). It is an easy 5 minute drive from the City Centre to the heart of Kenya’s premier Club.

**Job Summary**

Responsible for auditing and controlling the entire Club stocks including food, beverages, dry goods, stationery, housekeeping, cutlery, fuels, promotional items, history books, gymkhana and linen.

**Key Measurable Goals**

1. Ensure proper
2. variances at a minimum
3. Accountability of all stock values and record of transfer
4. Maintenance and control of all Club stock
5. Maintain stock control of margins within approved limits

**Duties & Responsibilities**

1. Ensure costing of menus and beverage stock is done at regular intervals including updating of the recipes in the accounting system
2. Ensure that all Club stock including food and beverage stocks are held within the Club objective
3. In charge of TMCs and Room cards accountability
4. Maintain stock variances at a minimum and ensure unexplained shortages are charged
5. Prepare sales analysis of items by restaurants and bars on daily basis
6. Prepare a daily food cost report
7. Prepare the monthly food and beverage costs control reports
8. Ensuring standard stocks of operating equipment to outlets
9. Responsible for maintenance of stocks to ensure that no stock outs and expiries of stocks occurs in the bars, kitchen, main, and housekeeping stores
10. Audit and verification of the sales chits by tallying with captain orders to ensure completeness of food and beverage sales
11. Control and ensure accountability of all consumables items, cutlery and glasses
12. Reconciliation of stocks with sales for the F&B department
13. Carry out daily, end month and annual stock take of all stock items
14. Valuation of stocks and record keeping of all stocks and sales records
15. Regular price review to ensure consistency with the Club’s margins and budgets
16. Attend to any other relevant duties as assigned from time to time

**Extent of Authority**

1. Checking transactions

**Working Relations**

Internal

1. Chief Accountant
2. Accountant
3. Stores
4. User departments

External

1. None

**Key Skills**

1. Basic accountancy skills
2. Interpersonal skills
3. Communication (oral/written)
4. Proactive
5. Computer proficiency

**Desired Personal Attributes**

1. Detail oriented
2. Integrity

**Qualifications and Experience**

1. A diploma in accountancy from an accredited institution
2. Two years experience in a busy office setting preferably a cash or accounts office

If your qualifications and experience meet the above criteria, please send an application (quoting the Job reference number) and detailed CV indicating day contact telephone number, current remuneration and three referees by **18th October 2019** to: The Human Resources Manager, Nairobi Club, P.O. Box 30171-00100, Nairobi or e-mail to **hr@nairobiclub.com**