



INTERNAL ADVERTISEMENT

NIGHT AUDITOR

Applications are invited from suitably qualified personnel to fill in the position of **Night Auditor** for Rainbow Tourism Group and the successful candidate will be based in the Front Office Department at Victoria Falls Rainbow Hotel.

The position reports to Front Office Supervisor

Responsibilities include:

- ❖ Check in and out of guests.
- ❖ Reconciling outlet revenues.
- ❖ Investigation of variances.
- ❖ Preparation of department journals
- ❖ Carry out rate checks and update guest profiles
- ❖ Perform system backup and file maintenance
- ❖ Produce full and accurate night audit reports and flag high balances
- ❖ Transfer city ledger to accounts receivable
- ❖ Knowledge of all room rates, packages and promotions.
- ❖ Merge guest profiles such that the unit keeps clean guest history.
- ❖ Facilitate early departures through compilation of the departure list
- ❖ Prepare guest invoices and correct errors on guest bills
- ❖ Action Duty management handover notes, record night activities and conduct handover to the early Duty Manager
- ❖ Must be knowledgeable about the hotel's emergency details and procedures

Job Specification

The candidate should have the following:

- ❖ Holder of an HND in Tourism and Hospitality Management
- ❖ At least 2 -3 years' relevant experience in a similar post
- ❖ Demonstrable planning and customer care skills
- ❖ Ability to work under minimum supervision
- ❖ Time Management skills
- ❖ High level of attention to detail
- ❖ Consistent and accurate
- ❖ Must be knowledgeable with system links, between Micros, Opera and Accpac.
- ❖ Critical analysis and verification skill is a must.
- ❖ Excellent with yield management and forecasting.
- ❖ Demonstrable Financial understanding is a distinct advantage.

All applications, accompanied by a detailed CV, should be submitted online by not later than 21 August 2024 on the link below;

<https://rtgafrika.com/careers/jobs/night-auditor/>