



INTERNAL ADVERTISEMENT

NIGHT AUDITOR x 2

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

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

- Holder of an HND in Tourism and Hospitality Management
- At least 2 years' relevant experience in a similar post
- Demonstrable planning and customer care skills
- Ability to work under minimum supervision
- Must be knowledgeable with system links, between Micros, Opera and Accpac.
- 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 no later than 11 July 2025 on the link below

<https://rtgafrica.com/careers/jobs/night-auditor-2/>

**The Human Resources Director,
Rainbow Tourism Group
Corporate office
Harare**