

VACANCY

ACCOUNTANT - CORPORATE FINANCE

About ENVI Lodges

ENVI Lodges is a wellbeing-driven outdoor hospitality brand, managing immersive natural retreats that restore guests through their connection to the environment. ENVI's lodges comprise individual units, villas, safari tents and pods, designed to immerse guests directly in the landscape. The brand's approach to wellbeing adapts to what that landscape offers. The principle stays constant: restoration comes from nature itself.

This is supported by ENVI's seven sustainability pillars, which govern everything from the mindful use of resources to support for local communities and the enhancement of biodiversity, ensuring that guest wellbeing and ecosystem health are treated as one system.

ENVI's approach to wellbeing is holistic and alternative, found through immersion, stillness, and a deep sense of place. With upcoming openings planned for 2027 across Saudi Arabia and Oman, ENVI Lodges continues to expand its footprint in extraordinary natural landscapes.

The Role

ENVI Corporate Finance is looking for an experienced Accountant to join the in-house finance team. Working closely with the Corporate Financial Controller, the Accountant will be responsible for the accurate and timely day-to-day accounting of the ENVI lodges and entities, from supplier invoices and bank reconciliations through to month-end close and statutory support.

The role is the engine room of the finance function. It combines careful, hands-on bookkeeping and reconciliation work with an understanding of hotel and lodge operations, so that the numbers reported to the lodges, management and owners can be relied on.

The Accountant will support several lodges at the same time, work with the finance teams on each property, and help build consistent processes, controls and reporting as ENVI grows.

Key Responsibilities

DAILY AND MONTHLY ACCOUNTING

1. GENERAL LEDGER AND MONTH-END CLOSE

- Post and maintain accurate accounting records for each ENVI entity in the accounting system (Xero), in line with the group chart of accounts.
- Prepare month-end journals, accruals, prepayments, depreciation and payroll postings.
- Reconcile balance sheet accounts monthly, including bank, VAT control, suppliers, intercompany and loan accounts, and clear reconciling items.
- Support the month-end close calendar so that management accounts are ready on time.
- Prepare supporting schedules for the Corporate Financial Controller, including fixed assets, prepayments and accruals.

Key Responsibilities

2. ACCOUNTS PAYABLE AND RECEIVABLE

- Capture, code and match supplier invoices, prepare payment runs for approval and reconcile supplier statements.
- Raise and monitor invoices and follow up on outstanding receivables.

3. BANK AND CASH MANAGEMENT

- Perform bank and cash reconciliations across all accounts and currencies, and prepare payment batches for authorisation.
- Provide cash position updates to support cash flow forecasting.

4. REVENUE RECONCILIATION AND LODGE SUPPORT

- Reconcile daily and monthly revenue reports to the accounting records and investigate differences with the lodges.
- Support lodge finance teams with queries on costs, coding and reporting.

5. TAX, COMPLIANCE AND AUDIT SUPPORT

- Prepare VAT and other statutory workings, and keep to the compliance calendar in each country of operation.
- Prepare schedules for auditors and tax advisors, and follow ENVI's financial policies and controls.

6. REPORTING AND CONTINUOUS IMPROVEMENT

- Assist with budgets, forecasts and management reports, and help standardise finance processes across lodges.

Requirements

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting, Finance or a related field. A professional qualification (ACCA, CIMA, CPA or equivalent), completed or in progress, would be advantageous.
- 3–5 years of accounting experience, preferably in hospitality, hotels, resorts or lodges, or with a multi-entity group.
- Experience with month-end close, bank reconciliations, accounts payable and accounts receivable.
- Proficiency in cloud accounting software, preferably Xero, and strong Microsoft Excel skills.
- Knowledge of hotel accounting practice and reporting (such as USALI) is an advantage.
- Knowledge of VAT, withholding tax and payroll tax requirements in East Africa is an advantage.

SKILLS AND COMPETENCIES

- Strong analytical and reconciliation skills, with the ability to trace and resolve differences.
- Excellent organisation and time management, able to manage deadlines across several entities.
- Clear written and verbal communication, able to work with lodge teams, suppliers and senior management.
- Comfortable working with multiple currencies.

ATTENTION TO DETAIL AND INTEGRITY

- High levels of accuracy and attention to detail.
- Strong ethical standards and integrity when handling financial and payroll information.
- Proactive, reliable and solutions-focused, taking ownership of tasks through to completion.
- Ability to manage confidential financial information responsibly.

THE IDEAL CANDIDATE

Someone who is hands-on, meticulous and dependable, who enjoys getting the numbers right and understands why they matter to the business.
They should be keen to grow with a fast-expanding lodge group, take ownership of their work, and help build a strong, consistent finance function that supports every ENVI lodge.