

We are hiring 



JOIN A DYNAMIC TEAM WITH
SEVERAL INNOVATIVE PROJECTS

BECOME OUR

**ADMINISTRATIVE AND
FINANCIAL DIRECTOR**

(NOOM HOTEL NIAMEY)

♂ MALE OR FEMALE ♀



MISSIONS

Accounting, taxation, and auditing:

Ensure monthly monitoring of accounting and financial operations at the hotel level;
Ensure the preparation of financial statements;
Make recommendations to improve the process;
Ensure compliance with tax/social security obligations;
Coordinate audit and statutory audit assignments and provide the required information;
Monitor hotel billing processes.

Management control:

Collect, prepare, and analyze, in collaboration with the General Manager, the data necessary for drawing up the hotel's budgets in accordance with the Uniform Accounting System for the hospitality industry;
Draw up the hotel's management budgets and forecasts;
Prepare, analyze, and monitor operating and investment budgets;
Analyze variances and monitor associated action plans;
Prepare monthly activity reports in accordance with Group guidelines;
Supervise management control and ensure the continuous improvement of tools and effective control of overhead and administrative costs;
Conduct studies on productivity and financial and economic profitability;
Ensure the effectiveness and efficiency of the internal control environment;
Prepare and assist in the coordination of Board of Directors and General Meetings.

Cash flow and financing:

Prepare cash flow budgets and forecasts for the hotel;
Prepare cash flow reports;
Oversee cash management and collection activities;
Monitor relations with banks in support of senior management;
Ensure the implementation and use of bank reconciliation statements.

Purchasing:

Ensure the proper monitoring and optimization of hotel purchases.

Excellent presentation, initiative,
Sense of responsibility;
Good communication and organizational skills;
Able to multitask.

Required profile

- Bachelor's degree in Finance/Accounting or equivalent qualification; At least 7 years' experience in a similar position.

Required skills

- Excellent skills in corporate finance and accounting, management control;
- Expertise in accounting and finance: in-depth knowledge of accounting principles, local financial standards (IFRS), and tax legislation;
- Ability to interpret and analyze financial statements to make informed decisions;
- Financial analysis and modeling: ability to create complex financial models to evaluate investment projects, analyze financing options, and forecast future financial performance;
- Risk management: understanding of financial risks and ability to develop strategies to mitigate them. This includes managing currency, credit, and liquidity risks;
- Information technology: Proficiency in financial management information systems and analytical tools. Ability to integrate new technologies to optimize financial and administrative processes.

Required qualities

- Able to work independently but with a strong team spirit;
- Dexterity, discretion, availability, ability to listen,
- Rigorous, responsive;
- Excellent presentation, initiative;
- Sense of responsibility;
- Good communication and organizational skills;
- Able to multitask.



TO APPLY

Please send your **resume and cover letter**
with the job title to careers@mangalis.com
by November 15, 2025.