



Job Title: Stock Controller
Department: Finance
Reports to: Senior Accountant
Basic salary: Kshs. 45,000
Location: Kenya Railway Golf Club, Nairobi, Kenya

Job Summary

Reporting to the Senior Accountant; the controller will be in charge of stock management and shall be responsible for doing all Cost control functions of the Club. This position will monitor activities relating to cost inventory controls. Areas of concern include food and beverage, menu planning, menu pricing, inventory, reporting, forecasting and analysis: analyze & prepare reports to keep all management level informed of day to day food & beverage costs and provide necessary information for accounting entries.

Cost Management and Control

- Maintain the Food and Beverage control system.
- Advise all concerned and raise alarms when expenses and costs are high and not in line with revenues generated

Budgeting and Forecasting

- Analyzing daily events sales, ensuring accurate billing, and updating the system.
- Monitoring slow-moving items and making recommendations to avoid losses.

Inventory and Stock Control

- Preparing monthly stock take schedules, conducting stock take on a daily and monthly basis.
- Ensuring physical counts of all stock is done correctly and recording variances report for further action/investigations.
- Ensure that all stock records in the systems are accurate and up to date daily.
- Ensure that the prices entered in or programmed in the system are correct and updated when necessary.
- Ensure that regular stock takes are carried out.
- Be responsible for all Food and Beverage stock takes in all outlets with the relevant Heads of Department and provide closing stock figures.
- Ensure daily outlet stock takes in bars and give the required information to the Food & Beverage Supervisor/Senior Accountant.

- Provide Monthly reports on actual vs. expected stock and explanation of all variances by 2nd of the following month

Menu and Pricing Analysis

- Ensure that menus are costed regularly with the help of the head chef with guidance from F&B Supervisor.

Financial Reporting

- Ensuring timely preparation of F&B cost and revenue reports and following up on shortages and recoveries.
- Maintain an up to date list of all costs/ prices, ensure that all the costs/prices measure and advice on variations.
- Monthly compilation of F&B popularity index and covers reporting
- Prepare monthly expenditure schedules and monthly stock balance reports that tally within the GL.

Operational Efficiency

- Ensure that all bar shortages are recovered promptly and have a daily and month to date summary
- Prepare and maintain a list of slow moving and nearing expiry date goods and bring them to the attention of the Senior Accountant ,Head Chef & Food & Beverage Supervisor.

Compliance and Procedures

- Ensure that the standard/quality of all purchases received up to the preset specifications.
- Confirm receipt of all goods and sign on all GRN's
- Participate in the formulation and enforcement of sound control procedures for banquet beverage bars including issue, return, and re-issue practices.

Qualifications

Diploma in Hotel/ Business Management with a minimum of CPA II,

- Bachelor's degree and CPA- K will be an added advantage
- Computer proficiency with experience in hospitality financial systems; will be an added advantage
- Computer literate with special skills in advanced MS Excel
- Strong organizational and analytical skills.
- Excellent oral and written communication skills.
- Team player with exceptional leadership skills.

Experience:

Minimum 2 years of experience in a sports Club operation or ideally within the hospitality industry.

Technical Skills:

Proficiency in accounting software, experience in SBA accounting software, & ERP systems is a must. Advanced skills in Microsoft Excel for financial reporting and analysis.

Working Conditions

The role is primarily office-based, with occasional visits to club facilities for fixed asset verification. Requires additional hours during peak periods, such as Month / fiscal year-end and audit season

If you are a highly motivated and experienced individual with a passion for golf Club, then we encourage you to apply for the position of a Stock controller at our Golf Club. To apply, please submit your application together with your CV and the supporting documents listed above to the following email addresses: hr@krgc.co.ke **CC:** manager@krgc.co.ke on or before Monday , 14th 2025. Only shortlisted candidates will be contacted.