



## Job Description - Yellow Zebra Safaris

**Job Title: Accountant**

**Reporting to:** Head of Finance

**Working hours:** Mon–Fri 09:00–17:30

**Salary:** £30k to £35k depending on experience

**Start date:** as soon as possible

**About Yellow Zebra:**

Founded in 2012, Yellow Zebra is the UK's fastest-growing safari company, specialising in creating bespoke adventures to Africa. Well-recognised as a leader in its field, the company is shaking up the UK's safari industry. The YZ USP is that its sales consultants were all professional safari guides or camp managers, or are people who were born and raised in Africa – so this is a company of genuine safari experts.

In early 2021, Yellow Zebra merged with Wilderness Safaris, a large and well-established ecotourism operator with multiple luxury safari camps across Africa. This new and exciting partnership has created more opportunities for Yellow Zebra to grow further.

**Role:**

- Responsible for all fixed assets accounting including maintaining fixed assets register
- Preparing and posting month-end journal including prepayments, accruals etc.
- Recording day-to-day financial transactions and complete the postings process (bank reconciliation)
- Analysing management accounts and ensuring that all financial transactions are properly recorded; this includes monthly PnL analysis and balance sheet reconciliation
- Monthly revenue and cost-of-sales check for commentary
- Working closely with our Account Assistant to ensure that all supplier payments are upload to the system, reconciled, and being processed in an accurate and timely manner
- Completing and submitting quarterly VAT returns
- Managing personal employee expense process
- Assisting in the preparation of other management accounting information as required
- Providing support on ad hoc projects, including

**Preferred Experience:**

- Solid understanding of book-keeping, accounting payable and receivables principles
- Proactive, self-motivated, and focused
- Flexible and highly organised with good attention to detail
- Ability to work under pressure and to meet datelines
- Good work ethic and willing to help where necessary in all functions
- Knowledge of Xero accounting system a bonus
- Previous experience in travel industry preferable (but not essential)