

Vacancy for Office Assistant in Ilupeju, Lagos State.

Recruitment Company: Globalclique HR

Job Title: Office Assistant

Location: Ilupeju, Lagos State

Job Type: Full-Time

Salary: #100,000 – #150,000

Are you a passionate, detail-oriented individual looking to start a career in accounting? We are hiring an Entry-Level Accountant to join our growing team. If you are ready to develop your accounting skills in a supportive and professional environment, this opportunity is for you.

Requirements:

Ability to work with basic accounting tools and software.

Proficiency in Microsoft Office applications, especially Excel.

Good numerical skills with a strong attention to detail.

Strong analytical and problem-solving abilities.

Good communication and interpersonal skills.

Willingness to learn and adapt to a fast-paced work environment.

Ability to work independently and as part of a team.

Key Responsibilities:

Assisting in the preparation of financial statements and management reports.

Maintaining accurate and up-to-date financial records.

Recording and reconciling financial transactions, including invoices and payments.

Assisting in accounts payable and receivable management.

Preparing bank reconciliation statements and assisting in budget tracking.

Supporting tax and compliance processes by maintaining proper documentation.

Ensuring compliance with financial policies and procedures.

Collaborating with other departments to resolve discrepancies or provide financial insights.

Handling administrative tasks related to the accounting department.

Job Qualifications:

Minimum of National Certificate in Education (NCE) or Ordinary National Diploma (OND) in Accounting, Finance, Business Administration, or a related field.

No prior work experience is required, but internships or accounting-related projects will be an added advantage.

Send your CV and cover letter to hr@globalclique.net with the subject line Application for Entry-Level Accountant Position.

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We look forward to welcoming you to our team.