

# VACANCY FOR THE POST OF ACCOUNTANT WITH SOUND OFFICE MANAGEMENT & ADMINISTRATION SKILLS IN LAGOS ISLAND

**Recruitment Manager: Globalclique HR**

**Job Title: Accountant with Sound office management & administration skills**

**Location: Lagos Island**

**Employment Type: Full-Time**

**Salary: N250K – N350,000**

**WORK HOURS: 8:00 AM – 5:00 PM**

## **Our Profile:**

We are a leading firm of professional Estate Surveyors & Valuers, headquartered in Lagos, Nigeria, with additional branches in Abuja and Port Harcourt. Fully registered with the Corporate Affairs Commission of Nigeria, the Estate Surveyors and Valuers Registration Board of Nigeria, the Nigerian Institute of Estate Surveyors & Valuers, and other esteemed global real estate organizations, we are dedicated to providing exceptional, client-focused services.

Our areas of expertise include marketing, property management, facility management, valuation, and real estate appraisal, all delivered with a results-driven approach.

To meet the growing demands of our expanding client base, we are seeking a proficient Accountant to join our dynamic team

at our Head Office on Lagos Island, Lagos.

## **Job Description**

We are seeking a skilled and detail-oriented Accountant with strong office management and administrative expertise to join our team. The ideal candidate will play a dual role, managing financial operations while overseeing the administrative functions of the office to ensure efficient daily operations.

## **Key Responsibilities**

### **Accounting Duties:**

1. Manage all financial transactions, including accounts payable and receivable, payroll, and reconciliations.
2. Prepare accurate financial reports, budgets, and forecasts.
3. Ensure compliance with financial regulations and tax laws.
4. Monitor cash flow and maintain proper financial records.
5. Liaise with external auditors and tax consultants.

### **Office Management and Administration:**

1. Oversee the day-to-day administrative functions of the office.
2. Coordinate office supplies, maintenance, and equipment procurement.
3. Manage office schedules, meetings, and travel arrangements for staff.
4. Implement and maintain effective office policies and procedures.
5. Supervise administrative staff and ensure seamless office operations.

## **Job Evaluation**

1. Accuracy and timeliness of financial reports and reconciliations.
2. Effective management of office operations and administrative tasks.
3. Compliance with financial regulations and policies.
4. Cost-saving initiatives and financial efficiency.
5. Employee satisfaction and productivity in administrative support.

## **Job Requirements**

- HND / Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional certification (e.g., ICAN, ACCA) is an added advantage.
- Proven experience in accounting and office management.
- Proficiency in accounting software and Microsoft Office Suite.
- Strong organizational, communication, and interpersonal skills.
- Ability to multitask, prioritize, and meet deadlines.

## **HOW TO APPLY**

- Interested candidate should send their CVs to [hr@globalclique.net](mailto:hr@globalclique.net)
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.