

# VACANCY FOR THE POST OF AN ACCOUNTANT IN OGBA-IKEJA, LAGOS, NIGERIA

## **Our Profile:**

We are a reliable real estate company strategically located in Ogbia, Ikeja, Lagos, with a strong focus on delivering comprehensive solutions tailored to meet diverse property needs. Our expertise spans real estate finance, joint ventures, land acquisition, investment schemes, and portfolio management, providing a one-stop shop for property-related services.

Our mission is to simplify real estate transactions and make them rewarding by combining professionalism with a customer-first approach. Whether you seek to invest, lease, or sell property, our dedicated team offers unparalleled guidance and exceptional value at every stage.

Built on a foundation of transparency, integrity, and a profound understanding of the dynamic property market, we are committed to helping our clients achieve their real estate goals with confidence and efficiency.

As we grow to accommodate the increasing demands of our expanding clientele, we are looking for a skilled Accountant to join our dynamic team and contribute to our success.

## **Job Description**

We are seeking a detail-oriented and experienced Accountant to join our team. The ideal candidate will be responsible for managing financial records, preparing financial statements, ensuring compliance with regulations, and providing valuable insights to support business decisions. This role requires

strong analytical skills, attention to detail, and proficiency in accounting software.

### **Key Responsibilities:**

- Prepare and maintain accurate financial records, including general ledger entries, balance sheets, and income statements.
- Process accounts payable and receivable transactions in a timely manner.
- Reconcile bank statements and resolve discrepancies promptly.
- Prepare and file tax returns, ensuring compliance with local, state, and federal regulations.
- Monitor cash flow and prepare monthly financial reports.
- Assist in the preparation of budgets and financial forecasts.
- Conduct periodic audits and implement controls to improve financial accuracy.
- Provide financial analysis to support strategic decision-making.
- Collaborate with internal teams and external stakeholders, including auditors and tax consultants.

### **Key Performance Indicators (KPIs):**

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.
- Minimum of 5 years of proven experience as an Accountant or in a similar role.
- Strong understanding of accounting principles and practices.
- 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 candidates 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.