

VACANCY FOR THE POST OF AN ACCOUNTANT/STORE KEEPER IN IKOTA LEKKI, LAGOS

Our Profile

We are a thriving culinary brand based in Lekki, Lagos, dedicated to delivering premium meals and excellent customer service. Our commitment to quality, innovation, and hospitality makes us a standout name in the Lagos food scene.

To support our operations and ensure financial accountability and inventory control, we are hiring a diligent and detail-oriented **Accountant/Store Keeper** to join our growing team.

Role Overview

The ideal candidate will be responsible for managing financial records, monitoring inventory, and ensuring accurate reporting of stock and purchases.

Key Responsibilities

- Maintain accurate records of all financial transactions and stock movements.
- Track inventory levels and ensure timely restocking of kitchen and service supplies.
- Perform regular stock audits and reconcile discrepancies.
- Prepare daily, weekly, and monthly financial and inventory reports.
- Process supplier invoices, purchase orders, and payment schedules.
- Ensure proper documentation and safe keeping of

receipts, records, and relevant paperwork.

- Monitor food and supply usage to minimize waste and prevent loss.
- Liaise with vendors to ensure timely deliveries and accurate billing.
- Support budgeting and forecasting activities.
- Maintain compliance with internal financial policies and relevant regulations.

Requirements

- OND/HND/B.Sc. in Accounting, Finance, or related field.
- At least 2 years of experience in accounting, inventory, or storekeeping roles.
- Strong knowledge of bookkeeping, financial reporting, and inventory systems.
- Proficiency in Microsoft Excel and accounting software (e.g., QuickBooks, Sage).
- Strong attention to detail and excellent numerical accuracy.
- Integrity, reliability, and a strong sense of responsibility.
- Excellent organizational and multitasking skills.

How to Apply

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