

VACANCY FOR THE POST OF OFFICE MANAGER / ACCOUNTANT IN LAGOS ISLAND

About the Company

Our Company is a leading firm in the Nigerian real estate sector offering valuation, facility management, and consulting services. With a culture built on professionalism, we seek a highly organized and proactive individual to manage our office operations and finances efficiently.

Key Responsibilities

- Oversee administrative processes and ensure smooth day-to-day office operations
- Prepare and manage budgets, handle financial reporting, bank reconciliations, and petty cash
- Maintain accurate financial records and file statutory returns (e.g., VAT, PAYE, Pension)
- Supervise support staff and ensure compliance with internal controls
- Manage office inventory, procurement, and vendor relationships
- Liaise with auditors, regulatory bodies, and banks as needed
- Support HR and recruitment processes

Requirements

- HND/B.Sc. in Accounting, Business Administration, or related field
- Minimum of 2 years' experience in a similar role
- Proficiency in Microsoft Excel and accounting tools (e.g., QuickBooks)
- Ability to multitask, work independently, and maintain confidentiality
- Strong organizational and communication skills
- ICAN or ACCA qualification (or student membership) is an added advantage

How to Apply

Interested candidates should send their CV and a cover letter to **globalclique.net@gmail.com** using the subject line:

"VACANCY FOR THE POST OF OFFICE MANAGER / ACCOUNTANT".