

# **Vacancy for Accountant in Lekki Phase 1, Lagos State.**

Job Title: Accountant

Location: Lekki Phase 1, Lagos

Employment Type: Full-time

Job Description:

We're looking for an organized and driven individual to join our growing team as an Accountant.

Our choice candidate will work with our Finance and Accounts team in handling the day-to-day financial operations for the Company.

Duties and Responsibilities:

You will take charge of the finance department:

Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables and data.

Prepare bills, invoices and bank deposits

Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Perform bank reconciliations – the reconciliation of the bank statement against the GL and reconciliation of any assigned clearing accounts.

Role Qualifications:

B.Sc Degree in Finance, Accounting or Business Administration  
HR experience is a plus.

ICAN or ACCA certification is a plus

Minimum of 5 years of proven working experience in a finance role

Finance experience in an NGO space or in managing projects is an advantage

Solid understanding of basic accounting principles, Proven ability to calculate, post and manage accounting figures and financial records

Data entry skills along with a knack for numbers

Hands-on experience in operating spreadsheets and accounting software (Quickbooks, ERP software or SAGE 50)

Proficiency in English and in MS Office

Customer service orientation and negotiation skills

A high degree of accuracy and attention to detail.

Salary

N160,000 – N200,000 Monthly.

How to Apply:

Interested and qualified candidates should send their CVs to: [bsrecruitslagos@gmail.com](mailto:bsrecruitslagos@gmail.com) using the Job Title as the subject of the mail.