

# Vacancy: Accountant / Admin Manager – Lagos Island

## About the Company:

We are a leading firm of Estate Surveyors and Valuers in Nigeria, specializing in property valuation, estate agency, property management, facility management, and real estate consultancy. With a reputation for excellence and integrity, the firm provides tailored solutions to meet diverse client needs in both the private and public sectors.

## Job Summary:

We are recruiting an **Accountant / Admin Manager** to oversee financial operations, ensure compliance with statutory regulations, and coordinate administrative processes for a well-established professional services firm.

## Responsibilities:

- Manage and maintain accurate financial records and accounts.
- Prepare financial statements, budgets, and management reports.
- Ensure compliance with tax laws and statutory requirements.
- Handle payroll processing, invoicing, and reconciliations.
- Develop and implement effective financial controls.
- Oversee general office administration and staff supervision.
- Coordinate procurement, logistics, and office resources.

## **Requirements:**

- HND / B.Sc. in Accounting, Finance, or related discipline.
- ACA/ACCA certification is an added advantage.
- 5–8 years relevant experience in accounting and administration.
- Proficiency in accounting software (QuickBooks, Sage, Excel).
- Strong knowledge of Nigerian tax laws and regulatory compliance.
- Excellent organizational, leadership, and multitasking skills.
- Strong communication and interpersonal abilities.
- High attention to detail and integrity in financial reporting.

## **Benefits:**

- Attractive and competitive remuneration.
- Professional growth and career advancement opportunities.
- Supportive and structured work environment.
- Opportunity to work in a reputable consulting firm.

## **How to Apply:**

Interested and qualified candidates should send their CVs to **hr@globalclique.net** using *“Accountant / Admin Manager in Lagos Island”* as the subject of the email.