

VACANCY FOR THE POST OF A BUSINESS ACCOUNT OFFICER IN LEKKI, LAGOS

Company Profile:

Our client is a well-established real estate investment company committed to delivering premium property solutions and investment opportunities. Known for innovation and integrity, the firm is seeking a **Business Account Officer** to support its financial operations and ensure continued fiscal discipline as it expands.

Job Description:

We are seeking a detail-oriented and analytical **Business Account Officer** to manage financial records, ensure regulatory compliance, and provide accurate reports to support sound business decisions. The ideal candidate will have a solid background in accounting and a proactive approach to financial management.

Job Responsibilities:

1. **Financial Reporting:** Prepare accurate financial statements, reports, and analysis.
2. **Accounting Operations:** Manage accounts payable, receivable, general ledger, and reconciliations.
3. **Compliance:** Ensure adherence to accounting standards and regulatory requirements.
4. **Financial Analysis:** Conduct analysis and provide actionable recommendations to support strategic decisions.

5. **Internal Collaboration:** Work closely with internal teams to deliver timely and useful financial insights.

Requirements:

- HND/Bachelor's degree in Accounting, Finance, Economics, or a related discipline.
- 1–2 years of hands-on accounting experience.
- Proven experience in financial reporting and analysis.
- Proficient in accounting software such as QuickBooks, Xero, Sage, Microsoft Dynamics GP, or Peachtree.
- Strong understanding of accounting principles and financial regulations.
- Excellent attention to detail and organizational skills.
- Must possess a valid NYSC discharge certificate or exemption letter.
- Must be available for immediate resumption.

Benefits:

- Competitive monthly salary of ₦170,000
- Health Maintenance Organization (HMO) coverage
- Pension Contribution (PENCOM)
- 13th Month Basic Salary
- A supportive and growth-oriented work environment

How to Apply:

- Interested candidates should send their CVs to **hr@globalclique.net**
- Use the job title as the subject of the mail (*Business Account Officer*)
- Only shortlisted candidates will be contacted

