

VACANCY FOR THE POST OF ACCOUNT OFFICER IN LAGOS, NIGERIA

About the Company

We are a leading independent real estate firm of Estate Surveyors and Valuers, duly registered and regulated by the Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON) and the Royal Institution of Chartered Surveyors (RICS), London. We are also a member of the Nigerian Institution of Estate Surveyors and Valuers (NIESV).

With over 22 years of excellence and innovation in real estate services, and as a Collaboratory firm of Andersen Global, USA, we are committed to investing in our people—our greatest asset.

To support our continued growth and expanding client base, we are seeking a proficient and experienced **Account Officer** to join our dynamic team at our Head Office in Lagos.

Job Description

We are looking for an **Account Officer** with strong attention to detail, excellent analytical skills, and a proactive approach to problem-solving. The successful candidate will play a vital role in managing our financial operations, ensuring compliance with statutory requirements, reconciling financial data, and supporting the overall efficiency of the Finance and Accounts department.

Key Responsibilities

1. Maintain accurate and up-to-date records of all financial transactions (income, expenses, payments, etc.).
2. Monitor customer accounts and ensure timely payments.
3. Track and follow up on outstanding receivables.
4. Prepare payment vouchers with appropriate documentation.
5. Assist in the preparation of monthly, quarterly, and annual financial reports.
6. Support in the development of financial forecasts and budgets.
7. Ensure compliance with legal, tax, and regulatory requirements.
8. Collaborate with other departments (e.g., Admin, Procurement) to process financial data accurately.

Requirements

- HND/BSc in Accounting, Banking & Finance, or a related discipline.
- Advanced stages of ICAN certification.
- Minimum of 3 years of experience as an Account Officer in a structured organization.
- Strong knowledge of accounting principles, financial reporting, and taxation.
- Proficiency in accounting software and Microsoft Office applications.
- Excellent written and verbal communication skills.
- High level of integrity and attention to detail.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively as part of a team.

What We Offer

- Competitive salary and benefits

- Professional development and career advancement opportunities
- Supportive, innovative, and team-focused work environment

How to Apply

Send your CV to: **hr@globalclique.net**

Email Subject: Account Officer

Only shortlisted candidates will be contacted.