

# VACANCY FOR THE POST OF ACCOUNTS AND FINANCE MANAGER 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 **Accounts and Finance Manager** to join our dynamic team at our Head Office in Lagos.

## Job Description

We are looking for a reliable **Accounts and Finance Manager** to lead the finance and accounts operations of the firm's real estate professional and business services. The ideal candidate will be responsible for regular communication of financial status and risks of the firm's operations. Act as the financial advisor, responsible for the preparation of financial statements. High level of due diligence, competence for the generation of, and respect for all accounting standards, including FRCN are required for this position.

## **Key Responsibilities**

1. Develop and implement financial strategies aligned with the company's goals.
2. Provide financial insights and recommendations to management for decision-making.
3. Oversee day-to-day accounting activities including general ledger, accounts payable/receivable, payroll, and bank reconciliations.
4. Maintain accurate and timely financial records in accordance with accounting standards.
5. Prepare monthly, quarterly, and annual financial statements and management reports.
6. Manage cash disbursements, bank relationships, and treasury functions.
7. Supervise the preparation of cash flow projections and funding requirements.
8. Ensure compliance with relevant tax laws, regulatory requirements, and financial policies.
9. Monitor departmental spending to ensure adherence to budget limits.
10. Ensure the team complies with internal control policies and procedures.
11. Identify and mitigate financial risks through proper internal controls and insurance.

## **Requirements**

- Minimum HND/BSc in Accounting Finance, Economics, or a related field (mandatory).
- 5 years of cognate experience (real estate company experience may be an advantage).
- ACA, (MBA, CITN, ACCA would be an asset).
- Strong knowledge of accounting principles, financial regulations, and tax laws (e.g., IFRS, GAAP).
- Proficiency in accounting software (e.g., Sage,

QuickBooks, Tally, SAP, or Oracle ERP).

- Advanced Microsoft Excel skills and competency in other MS Office tools.
- Strong communication and problem-solving abilities.
- Ability to explain complex financial concepts to non-finance stakeholders.
- Ability to work independently with minimal supervision.

## **What We Offer**

- Competitive salary and benefits
- **13th-month salary**
- **Pension support**
- **NSITF contributions**
- **Healthcare allowance**
- Opportunities for **career growth and professional development**
- Collaborative and innovation-driven work environment

## **How to Apply**

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

**Email Subject:** *Accounts and Finance Manager*

*Only shortlisted candidates will be contacted.*