



**ATC NIGERIA**  
**JOB DESCRIPTION**

**Job Title:** Financial Analyst, Capex  
**Oracle Title:** Financial Analyst, Capex  
**Department:** Accounting/Finance  
**Reporting to:** Manager, Finance Operations  
**Prepared By:** Human Resources

**SUMMARY:**

The Financial Analyst, Capex is responsible for accounting for Capital Expenditures of the Company. The role involves gathering of relevant statistics that make comparison of budget and actuals possible. The role controls capital expenditures through budgetary controls and frequent evaluation of processes related to capital projects and expenditures.

The Financial Analyst, Capex is responsible for following project related transactions through from approvals to execution and to the point of capitalization of capital projects in fixed Asset. The role involves the supervision of project creation and other project related activities.

**ESSENTIAL DUTIES:**

- Monitor existing controls and recommend improvements to ensure a strong control environment in relation to Capital projects.
- Preparation of full monthly Capex report
- Preparation of monthly variance reports between actual capital spend and Budget.
- Review the monthly reconciliation of the CIP sub-ledger.
- Preparation of monthly aging analysis of items in the CIP accounts yet to be capitalized.
- Preparation and maintenance of monthly controls deficiencies tracker to monitor deviations from processes and procedures.
- Provision of support for extracting information for the monthly/quarterly financial reports.
- Provision of statistics for the Planning/Budgeting process as it relates to capital expenditures.
- Be a liaison between the Operations department, Projects department and finance by bridging gaps in information needs.
- Review the monthly reconciliation of inventory issues to project.
- Supervise the creation of projects on Oracle.
- Supervise the creation of material requests from inventory and ensures adherence to approved project budget.
- Evaluate returns on proposed business with new customers or upgrade to existing customer's business and report to management on the viability or otherwise of the business proposal.
- Supervise and manage the performance of Project accountant and analyst.
- Define and communicate annual goals, perform formal and informal performance reviews, and ensure changes and updates are communicated in a timely and professional manner.
- Create strong collaborative team environment.



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### **GENERAL RESPONSIBILITIES:**

- The employee shall comply with the provisions of health, safety and environment legislation in Nigeria, and shall also comply with ATC Nigeria's policies and procedures including occupational health and safety and wellness policies, and any modifications to any policy that may be introduced from time to time.
- All employees must live ATCs Core Principles and work proactively in a customer-related way in accordance with adopted procedures and best practice.
- To work co-operatively with colleagues and external stakeholders to promote ATC Nigeria's overall business objectives.
- To ensure that confidentiality is respected and maintained always.
- To perform any other duty as directed by line management.

### **OTHER:**

- Other duties as assigned by line manager.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **COMPETENCIES:**

- Ability to interpret, analyse, and present data in ways that will be fit for use and purpose
- Integrity and friendly approachability.
- Strong leadership skills
- Have strong eyes for details.
- Ability to research, evaluate and volunteer innovative ideas that will improve processes in work areas
- Ability to work with functional groups and different level of employees throughout the ATC Nigeria organization to effectively and professionally achieve business results
- Strong follow-up skills; ability to organize applicable department timelines and follow up with internal and external customer needs as needed
- Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
- Strong organizational skills; ability to accomplish multiple tasks within the agreed upon time frames through effective prioritization of duties and functions in a fast-paced environment
- Strong character and high level of professionalism
- Ability to work in a team of dynamic professionals and pursue team goals

### **ORGANISATIONAL SKILLS**

- Proficiency in MS Office Applications
- Attention to detail.
- Organisational Skills
- Ability to work in a fast-paced environment and meet deadlines.
- Analytical skills
- Advanced Excel skills
- Self-motivated, able to work both independently to complete tasks and respond to department requests as well as collaborating with others to utilize resources and knowledge in identifying high quality solutions.



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**EDUCATION AND EXPERIENCE:**

- Accounting Degree or partly qualified ICAN or ACCA
- 4+ years of experience as an analyst or in a similar role.
- Working knowledge of accounting software, ERP experience preferable.
- Membership of relevant professional Institutions (ICAN, ACCA etc.)

**ENVIRONMENT:**

Approximately 100% performed in climate-controlled internal office environment working under normal office conditions. Approximately 0% travel may be required in support of the position's responsibilities.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands and finger to feel and handle; reach with arms and hands; talk and hear. While performing the duties of this job, the employee frequently is required to stoop, kneel, and crouch; lift weight or exert a force up to a maximum of 15 KG.

**ADDITIONAL:**

ATC Nigeria is a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with the Company's business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.