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<b>JOB TITLE:</b>	Chief Accountant
<b>DEPARTMENT/DIVISION/UNIT:</b>	Finance
<b>Job Classification</b>	
<b>LOCATION:</b>	Lagos
<b>REPORTING RELATIONSHIPS:</b>	
• <b>Functionally Reports To:</b>	Senior Finance Manager
• <b>Administratively Reports To:</b>	Senior Finance Manager
<b>WORKING RELATIONSHIPS:</b>	
• <b>Internal</b>	All departments
• <b>External</b>	Regulatory bodies etc

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### **JOB OBJECTIVE/PURPOSE OF THE JOB**

1. Will be responsible for overseeing the entire accounting cycle, ensuring accuracy and compliance with accounting standards, internal controls, financial reporting & compliance.
2. The chief accountant will lead a team of accounting professionals, play a pivotal role in maintaining financial integrity and supporting strategic decision-making and growth initiatives.

### **JOB DUTIES/RESPONSIBILITIES/ACCOUNTABILITIES:**

#### **Financial Reporting & Compliance**

1. Oversee the preparation and submission of accurate and timely financial statements in compliance with IFRS.
2. Provide insights into financial performance and trends to senior management.
3. Contribute to the development and implementation of accounting policies and procedures.
4. Partner with other departments (e.g., Operations, HR) to ensure alignment on financial matters.

#### **Supervision and Team Leadership**

1. Manage the general ledger, accounts payable, accounts receivable, and payroll functions.
2. Lead and manage the accounting team, providing guidance, coaching, and mentorship to ensure efficient & accurate financial bookkeeping entries and ultimately reporting.
3. Ensure the team's effective performance and continuous professional development.

#### **Month-End Closing**

1. Assist in the month-end and year-end closing processes.
2. Ensure accuracy and completeness of financial records and compliance with accounting standards.

#### **Audit Coordination**

1. Coordinate and manage external audits in conjunction with the Senior Finance Manager, ensuring timely and accurate provision of information to auditors.
2. Address audit findings and implement corrective actions.

#### **Internal Controls**

Develop, implement, and monitor internal control procedures to safeguard company assets and ensure compliance with policies.

#### **Tax Compliance**

1. Oversee tax compliance activities, working closely with tax advisors to ensure accurate and timely submission of tax returns.

2. Stay updated on changes in tax regulations and assess their impact on the company.

**JOB SPECIFICATIONS:**

**Education Qualification:**

1. Bachelor's degree in finance, Accounting, or a related field;
2. MBA or professional certification (e.g., CMA, CPA) is a plus.

**Professional Qualification:**

Must have a chartered professional certification (e.g., CPA, ACCA).

**Experience**

1. A minimum of 8 years on the job experience
2. With 3 years proven experience as a Chief accountant in the oil and gas engineering services industry.

**KEY COMPETENCY REQUIREMENTS**

1. Advanced & Expert IFRS knowledge, accounting principles, regulations, and financial reporting and Tax regulations.
2. Proficient in use of SAGE X3 accounting software.
3. Strong leadership and team management skills.
4. Excellent analytical and problem-solving abilities.
5. Strong communication and interpersonal skills.