

## **JUNIOR ACCCOUNTANT**

An enterprise technology solutions company providing tailored IT and service management solutions to governments, large corporates, conglomerates, and SME businesses in Nigeria and the West Africa Sub-Saharan region seeks to hire a **Junior Accountant**.

The ideal candidate, who should be a smart accountant with strong analytic skills, will work from the Company's head office in Lagos.

<b>Job Title:</b>	<b>Junior Accountant</b>
<b>Reports to:</b>	<b>Finance Manager</b>

### **Job Summary**

- The Junior Accountant will be responsible for bookkeeping, accounting, financial analysis, posting transactions, and assisting in the preparation of reports for the Finance Manager. This role is vital in supporting the financial operations of the company and ensuring accurate and timely financial reporting.

### **Key Responsibilities**

- Maintain accurate financial records, including accounts payable and receivable, ensuring all transactions are properly documented and categorized.
- Accurately post financial transactions to the accounting software, ensuring all entries are made in a timely manner.
- Conduct preliminary financial analyses, identifying trends, variances, and insights to support decision-making.
- Assist in the preparation of monthly, quarterly, and annual financial reports, providing relevant data and analysis to the Finance Manager.
- Perform regular reconciliations of accounts, identifying and resolving discrepancies as needed.
- Help ensure compliance with accounting standards, company policies, and relevant regulations.
- Organize and maintain financial documents, receipts, and records in accordance with company policy and audit requirements.
- Provide support to the Finance Manager and the finance team, assisting with ad-hoc financial projects and analyses as needed.
- Perform other tasks as may be assigned by the Finance Manager.

### **Qualification, Experience, Skills and Competencies**

- Bachelor's degree in Accounting, Finance, or a related field is preferred.
- Possession of relevant professional accounting qualification (ACA, ACCA etc.) will be an added advantage.
- 1 – 3 years post-graduation experience.

### Qualification, Experience, Skills and Competencies

- Previous experience in an accounting or finance role is preferred but not mandatory. Internships or Youth Corps experience in accounting will be considered.
- Strong attention to detail and accuracy in financial reporting and data entry.
- Familiarity with accounting software (e.g., QuickBooks, Sage) and advanced Microsoft Excel skills.
- Ability to analyze financial data and identify trends, variances, and insights.
- Excellent organizational skills with the ability to manage multiple tasks and meet deadlines.
- Strong verbal and written communication skills, capable of effectively collaborating with team members and other departments.
- A collaborative mindset, eager to support and contribute to the finance team's objectives.

### How to Apply

Interested and qualified candidates should send CV to [notchtalents@yahoo.com](mailto:notchtalents@yahoo.com), quoting the position being applied for as subject of the mail. Only shortlisted candidates will be contacted.

**Application Deadline:** 29<sup>th</sup> November, 2024.