A foremost Professional Institute in Nigeria needs proven talent to join its workforce to occupy the following position in its Lagos office

Job Title: Departmental Head, Financial Control

Responsible To: Registrar and Chief Executive

Location: Lagos

Employment Type: Full-time

ABOUT THE INSTITUTE

The Chartered Institute of Stockbrokers (CIS), is the foremost professional body primarily responsible for determining the standards of knowledge and skill to be attained by persons seeking to become chartered members. It also aims to promote and protect the interest of the securities and investment profession in Nigeria by upholding its members to the highest standards of service and integrity. CIS plays a pivotal role in developing the capital market and ensuring global best practices in the securities industry.

JOB DESCRIPTION

Key Tasks:

- Responsible for the preparation, analysis and production of the Institute monthly management accounts, including a complete analysis of all variances in forecast outturn against budget not later than 7th day from the end of the previous month.
- Preparation of business plans and budgets.
- Ensure appropriate and timely billing and collection of fees and dues; oversee credit control and bad debt management
- Oversee the maintenance of the Fixed Asset register and depreciation provisions. Maintain nominal ledger posting code structure.
- Review balances on non-revenue accounts on a monthly basis and identify accurately what they represent.
- Oversee the month end close down of the nominal ledger and fixed asset registers.
    - Responsible for the preparation of the Institute financial statements and the draft financial statements for the Institute, in accordance with the agreed timetable.
    - Prepare and agree with Registrar the year end timetable for preparation of annual financial statements.
- Preparation of monthly bank reconciliation statements not later than the 15th day from the end of the previous month, and investigation and clearance of outstanding items to a period not exceeding one month.

- Management of the Institute payroll function and ensure that all payments are made in accordance with statutory regulations and financial regulations.
- Provide authoritative advice on withholding tax, payroll, PAYE, National Health Insurance, pension matters and any other statutory deductions and payments as required.
- Obtain the personal tax clearance certificates of staff not later than 31 March of the year following the year of deductions.
- Deal with visits by tax authorities on payroll, withholding tax and VAT related matters.
- Produce Institute cash flows and update them regularly.
- Management of the investments, in accordance with the Institute investment policy.
- Preparation and filing of statutory returns to the relevant agencies as per legal requirements.
- Assist in the development and delivery of internal financial training program.
- Ensure that adequate procedure manuals are maintained for the departmental activities for which you are responsible
- Produce and maintain Institute Financial Regulations that reflect the needs of the business.
- Assist the Registrar in monitoring the implementation of the External and Internal Audit recommendations.
- Ensure that departmental statistical data reliably complements information available from the nominal ledger.
- Recommend and implement changes to existing systems and new systems as required.
- Provision of support to the Institute on any finance related matter, issue or training.
- Maintenance of the Finance Department section of the Institute intranet/internet relating to management accounts, financial statements and payroll related matters.
- Developing and implementing financial control policies and procedures to ensure compliance with regulatory requirements and company policies.
- Analyzing financial data and providing insights to senior management to assist with decision making.
- Preparing financial reports, including balance sheets, income statements, cash flow statements, and budgets.
- Monitoring financial performance and identifying areas for improvement.
- Reviewing and approving financial transactions to ensure accuracy and compliance with policies and procedures.
- Managing the financial audit process, including coordinating with external auditors and ensuring timely completion of audits.
- Developing and maintaining relationships with internal stakeholders, including finance, accounting, and operations teams.
- Providing guidance and support to junior members of the finance team.
- Maintaining up-to-date knowledge of financial regulations and industry trends.
- Making recommendations to senior management on financial strategy, risk management, and cost-saving initiatives.

Job Requirements:

- B.Sc./HND (2.1/Upper Credit) in Accounting, Finance, Economics or related field.
- Professional qualification (ACA/ACCA) desirable.
- M.Sc., MBA, ACS will be an added advantage.
- Minimum of 5 years' experience in a similar role.
- Not more than 52 years.
- Proficient in Word, Excel, Outlook, and PowerPoint.
- **Strong Analytical skills**: Be able to analyze data and use it to make informed business decisions. Should also be able to identify opportunities and develop strategies based on data insights.
- **Regulatory Knowledge**: Have a deep understanding of financial regulations and compliance requirements, such as IFRS.
- Communication Skills: Have excellent communication and interpersonal skills to build relationships with internal stakeholders, communicate financial information effectively, and provide strategic advice to senior management.
- **Leadership Skills**: Have strong leadership skills to manage a team, set goals, and delegate tasks effectively.
- **Analytical Skills**: Have strong analytical skills to identify financial trends, evaluate risks, and develop strategies to improve financial performance.
- Proficiency in financial software and tools, such as Excel, SAP, or Oracle, Sage, Quick Book
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.

Remuneration

- Competitive and Negotiable

HOW TO APPLY

Interested and qualified candidates should send their applications, including a detailed CV and cover letter, to jobvacancies@cisinigeria.org with the subject line **"Application for Departmental Head, Financial Control"**.