

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

**Job Title:** Financial Control Officer

**Responsible To:** Departmental Head, Financial Control

**Location:** Lagos

**Employment Type:** Full-time

### **JOB DESCRIPTION**

#### **1. Financial Record Management:**

- Maintain accurate and up-to-date financial records, including all receipts, payments, and transactions.
- Ensure all financial data is entered into accounting systems in a timely and accurate manner.
- Reconcile bank statements and financial records monthly.

#### **2. Accounts Payable & Receivable:**

- Process vendor invoices and ensure timely payments.
- Track receivables from member subscriptions, event fees, and other income sources.
- Prepare, issue, and monitor invoices, receipts, and payment reminders.

#### **3. Budgeting and Financial Planning:**

- Assist in the preparation of budgets and forecasts for the Institute.
- Monitor budget expenditures to ensure they align with financial policies and targets.
- Assist in preparing financial reports for budget variance analysis.

#### **4. Financial Reporting:**

- Assist in the preparation of periodic financial statements, including income statements, balance sheets, and cash flow reports.
- Prepare and submit monthly, quarterly, and annual financial reports to management and relevant committees.
- Ensure compliance with all regulatory reporting requirements.

#### **5. Internal Controls & Compliance:**

- Ensure all financial operations and transactions comply with the Institute's internal controls and financial policies.
- Assist in audit preparations and ensure compliance with audit requirements.
- Monitor and report any discrepancies or irregularities in financial activities.

**6. Cash Management:**

- Manage the Institute's petty cash and ensure it is used in accordance with financial guidelines.
- Ensure all financial transactions are adequately documented and reported.
- Perform bank reconciliations to verify the accuracy of financial records.

**7. Liaison and Support:**

- Work closely with other departments to provide financial guidance and support.
- Assist in organizing financial meetings, including preparing relevant financial documents for meetings.
- Assist the Financial Controller in managing the external auditors, tax authorities, and other financial regulatory bodies.

**8. Grant Management:**

- Manage grant funds in compliance with donor requirements.
- Prepare financial reports for grant funding and ensure accurate and timely submission.

**9. Payroll Administration:**

- Process payroll and ensure timely payment of salaries and allowances.
- Ensure compliance with tax and pension deductions.

**10. Asset Management:**

- Assist in maintaining accurate records of the Institute's assets (Assets Register), ensuring that all assets are adequately insured and accounted for.

**11. Reconciliation of Financial records and Bank Statements**

- Accurate Reconciliation of Bank Statements
- Monitoring and Identifying Discrepancies
- Daily, Weekly, and Monthly Reconciliation Processes
- Preparing Reconciliation Reports

**12. Any Other Responsibility**

- Any other responsibility as may be assigned by the Financial Controller from time to time.

**Key Performance Indicators (KPIs):**

- Accuracy and timeliness of financial reports.
- Timely reconciliation of financial records and bank statements.
- Efficient management of accounts receivables and payables.
- Compliance with financial regulations and audit requirements.
- Proper budget monitoring and financial analysis.

**Job Requirements:**

- Minimum of B.Sc/HND (2.2/Upper Credit) in Accounting, Finance, Economics or related field
- Professional certification such as ATS (Skill level of ICAN).
- Minimum of 4 years of relevant experience in financial management or accounting.
- Not more than 35 years.
- Strong knowledge of accounting principles, practices, and regulations.
- Proficiency in accounting software and Microsoft Office (Excel, Word).
- Excellent attention to detail and strong organizational skills.
- Ability to work independently and collaboratively in a team.
- Strong communication and interpersonal skills.
- Ability to meet deadlines and manage multiple priorities.

**Work Environment:**

The role may require occasional extended hours during peak periods such as financial audits, annual reporting, or major events hosted by the Institute.

**COMPENSATION**

- **Salary:** Attractive and negotiable
- Group Life Insurance Policy
- HMO
- Pension

**HOW TO APPLY**

Interested and qualified candidates should send their applications, including a detailed CV and cover letter, to [jobvacancies@cisinigeria.org](mailto:jobvacancies@cisinigeria.org) with the subject line “**Financial Control Officer**”.