

## Account Officer

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Company: SENCE Recruit

Location: Lekki

Category: architecture-and-engineering

Our client, an Architectural and Construction company, is looking to hire an Account Officer who will assist in the accounting and Financial operations of the company. The ideal candidate should have analytical skills, pay attention and have knowledge of the use of accounting software. Responsibilities: As an Account Officer, you will be responsible for the following: Conducting financial transactions, including validating and verifying their impact on general accounts. Collaborating with team members to prepare financial reports, budgets, and statements. Performing account reconciliation, including payables and receivables activities. Assisting with the development of short, medium & long term business plans based on financial reports. Providing support in the preparation of cash flow forecasts and budgets. Managing the account payables function and reconciling supplier sub-ledger accounts. Handling general administrative duties, including bookkeeping and preparation of final accounts. Requirements Requirements The requirements listed below are representative of the Knowledge, Skill and/or ability required to perform this job satisfactorily: Bachelor's Degree in Accounting, Finance, or related fields. Minimum of 3 years of relevant work experience. Knowledge of Microsoft Office packages (Excel, Word, PowerPoint). Strong communication and interpersonal skills. Ability to pay attention to detail and work effectively in a team. ICAN/ACCA certification will be an added advantage. Basic knowledge of Accounting software will be an added advantage

- Bachelor's degree in architecture, civil engineering, business administration or a related field. 4-5 years
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Master's degree preferred. - Minimum of 8 - 10 years of experience in a leadership role within the architectural or construction industry. - Proven track record of successfully managing complex projects and multidisciplinary teams. - Strong understanding of architectural design principles, urban planning concepts, and project management methodologies. - Exceptional communication, negotiation, and interpersonal skills. - Proficiency in project management software and Microsoft Office Suite. - Knowledge of relevant industry regulations, codes, and standards.

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