

Bookkeeper/Office Manager Required in Nigeria

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Company: Skills Provision

Location: Nigeria

Category: other-general

Skills Provision is searching for a Bookkeeper/Office Manager for a company in Nigeria, Africa. The employing company provide Online Advertising Solutions throughout Nigeria.

Duration: Permanent

Salary & Benefits

3,400,000 p/a

Benefits package available

The Role

Manage all in-house financial systems.

Produce internal monthly and annual reports.

Produce a file company accounts.

Responsible for all matters relating to tax.

Advise the Board of Directors on matters related to finance.

Manage petty cash.

Manage office staff and stand in for the HR Manager when required.

Responsible for all matters related to debt and collections.

Requirements

Bachelor's degree in Accounting.

Minimum of 5 years of related work experience.

Related qualifications are desirable.

Strong IT skills.

Able to produce corporate based reports.

Work well in a high-pressure environment.

Strong ethical principles.

Hard working attitude.

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