

Accountant & Human Resources Assistant

Description

Our client is a major company specializing in animal health services, import, formulation, development and sales of premixes, additives, and ingredients essential for animal nutrition. It is a major subsidiary of one of the leading European Groups of Companies in Nigeria and operates currently from Abuja and Ogun State.

The successful candidate will be responsible for :

1. Accounting
2. Payroll accounting and staff administration
3. Accounting and financial reporting

Responsibilities

Accounting

- Preparation of payments by verifying documentation and requesting disbursements
- Daily recording all accounting operations in :
 - the Expenses dashboard
 - the ERP
 - In hard copies, in folders properly files and carefully kept in order at all time
- Permanent accounting controls by policies and procedures preparation and recommendation.
- Support the Head of financing in all Cash Process and accounting tasks.

Payroll accounting & Staff administration

- Recording of payroll transactions including calculation of different types of pay and expenses report
- Processing of staff salary payments, other staff related allowances and expenses reports, with MD or GM's agreement
- Processing PAYE, NHF, Pension and NHIS deductions for staff
- Update office policies as needed
- Processing Pension and Health Insurance for Staff
- Establish and update employees planning and vacations calendars with the agreement of the Head of financing

Accounting and Financial Reporting

- Monthly accounting reporting (dashboard and KPI)
- Preparation of asset, liability and capital account entries by compiling and analyzing account entries
- Documentation of accounting transactions by entering account information
- Summarization of current financial status by collecting information, preparing balance sheets, profit and loss statements, and other reports
- Preparation of special financial reports by collecting, analyzing, and summarizing account information trends
- Accounting Reporting

Qualifications

Hiring organization

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Employment Type

Full-time

Industry

Agricultural Support Services/Feeds

Job Location

Abuja, Abuja, Nigeria

Date posted

April 14, 2022

Valid through

21.04.2022

- Certified Accountant (ICAN or ACCA)
- Bachelors Degree in Accounting
- Payroll administration experience
- Human resources first experience
- Technical and methodological know-how
- Master office automation tools (excel, word, power point)
- ERP experience
- International culture

Job Benefits

- NHIS
- Airtine Allowance
- Travel Allowance
- Professional Computer & Cell Phone provided

Contacts

Qualified and interested candidates should send their **CVs** to **factbaseconsulting@gmail.com** before **April 22, 2022**.

- Kindly use **Job Title as the e-mail subject**.
- Please, only shortlisted candidates will be contacted.