

Job description

Accountant

1/ General accounting for the facility

- Daily management of the facility's cash accounts: bank accounts, cash on hand; bank reconciliations
- General accounting operations based on information from budgetary accounting (expenses, revenue orders), payroll and cash management.
- Annual preparation of financial accounts in conjunction with the Assistant CFO
- Follow-up on annual certification of accounts in conjunction with the auditor
- Follow-up of supplier payments
- Manage relations with various banking organizations
- Management of the establishment's accounting inventory and asset accounting

2/ Tax monitoring

- WHT : verification of WHT liquidation on invoices, maintenance of statements and declarations in conjunction with the tax consultant; follow-up on receipts and transmission to suppliers
Follow-up on tax issues with the Assistant CFO and tax consultant

3/ Cross-functional tasks within the scope of the administrative and financial departments

- Reception of the public (families, suppliers, etc.), both physically and by telephone
- Where necessary, remit cheques to suppliers
- Support other department activities as needed

Requirements :

- In-depth knowledge of accounting rules (international standards)
- Organizational and anticipatory skills
- Adaptability
- Accountability
- Thoroughness
- Discretion
- Computer skills
- Fluency in French and English mandatory

LFLPO

Lycée Français Louis Pasteur

French School Lagos - Nigeria



This is a locally recruited position. The position is available immediately.

Applications + CV to be sent by e-mail: lyceefrancais@lflp-lagos.com latest September 27th 2024.