

CHARTERED INSTITUTE OF TAXATION OF NIGERIA (CITN)



VACANT POSITION

POSITION: Assistant Director (Head), Finance & Accounts

PURPOSE OF THE POSITION

The **Assistant Director (Head), Finance & Accounts** will be responsible for the implementation of Council's policy as it relates to management of the Institute's finances in an effective and efficient manner towards attaining the vision of the Institute, to be one of the foremost professional associations in Africa and beyond.

LOCATION

Lagos, Nigeria

JOB DESCRIPTION

Duties and Responsibilities: Assistant Director, Finance & Accounts

As the Head Finance & Accounts Department, you are to report directly to the Registrar/Chief Executive on the Activities of the Department.

The responsibilities of this position include but not limited to the following:

- Keeping proper books of accounts of the Institute's finances including members' records, transactions records, e.t.c;
- Issuing annual subscription demand notices;
- Proper updating of members' indebtedness and payments;
- Preparation of monthly management accounts and reports;

- Reconciliation of all Balance Sheet Items;
- Attending to audit issues/queries;
- Preparation and computation of budget and budget proposals;
- Coordinating and collating of departmental/Committees' budgets;
- Review of Committees' budgets;
- Monitoring and preparing Budgetary Control analysis;
- Preparation of monthly payroll and analysis;
- Maintaining Staff Medical Allowance Register/File;
- Remittance of WHT and other statutory deductions from payroll;
- Monitoring of schedules of fixed deposits maturity dates and interest weekly for realization/rollover of investment;
- Preparation and reconciliation of self-financing programmes' accounts;
- Weekly recommendation of bills payable for payment;
- Preparation and processing of payment vouchers;
- Ensuring perfect stock of items including third party books, publications and souvenirs;
- Supervising the receipt of stock items from suppliers;
- Responsible for the issuance of stock to staff and customers;
- Regular stock taking exercise;
- Any other duties as may be assigned by the Registrar/Chief Executive, Honorary Treasurer and the Institute's Council.

The Department also serves as the Secretary to the following Committees and Sub-Committees;

- Tenders' Board
- Finance and General Purposes Committee
- Finance Sub-Committee

MINIMUM QUALIFICATIONS AND COMPETENCIES

- HND/BSc. Accounting, Finance or Economics;
- Must be a Member of the Chartered Institute of Taxation of Nigeria (CITN);
- Holds relevant Masters Degree;
- Possession of any related and recognised professional qualifications e.g. ACA, CNA, ACCA, CPA, etc;
- Minimum of 5 years experience in Managerial and similar position in a reputable organization;
- Must be between 35 – 50 years of age;
- Excellent knowledge of modern Information and Telecommunications Systems;
- Adequate knowledge of IFRS

- Must have excellent proficiency in the use of Infor SunSystem and other related accounting software.

Other Competencies & Skills

- Excellent Management skills
- Excellent Analytical Skills
- Excellent communication Skill
- Good Team Player
- Ability to work under pressure with attention to details

Remuneration

Very competitive and in line with what is operating in the industry.

Interested Candidate should send application with detail CV to recruitment@citn.org, on or before Wednesday, August 31, 2016.

Please, note that only short-listed candidates would be contacted.