

**THE CHARTERED INSTITUTE OF TAXATION OF NIGERIA (CITN)  
(Chartered by Act No. 76 of 1992)**



**VACANT POSITION**

Vacancies exist for the post of OFFICER, FINANCE & ACCOUNTS in the Chartered Institute of Taxation of Nigeria.

**POSITION: Officer: Finance & Accounts**

**NUMBER: One Person**

**PURPOSE OF THE POSITION**

The **Officer** will **primarily be** Technical support to the Manager Finance & Assistant Director (Head) Finance Department through the provision of sound accounting services in an effective and efficient manner towards meeting the accounting and financial objectives of the department.

**LOCATION**

Alausa, Lagos. Nigeria

**JOB DESCRIPTION**

**Duties and Responsibilities**

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

- Preparing of monthly payroll and analysis;
- Issuing annual subscription demand notes and proper updating of members' indebtedness;
- Reconciling of Accounts of Self Financing Programmes;
- Preparing of Schedules of Accounts;
- Preparing of monthly Bank Reconciliation of the Institute's Bank Accounts;
- Preparing of Store Reports for the Manager, Finance;
- Generating weekly reports of cash sales;
- Lodgement of receipts into the banks and Withdrawal of Cash from banks;
- Compiling of WHT and other payroll statutory deductions;
- Remitting of WHT and statutory deductions from payroll on monthly basis;

- Supplying financial position on a daily basis e.g. cash balances, bank balances, etc. to Manager, Finance;
- Any other duties as may be assigned by the Manager, Finance;
- Any other duties as may be assigned by the Assistant Director, Finance.

#### **MINIMUM QUALIFICATIONS AND COMPETENCIES:**

- HND/B.Sc. (Accounting)
- Must not be more than 35 years of age
- Must have evidence of progress in any recognised Professional Accountancy Examination
- Must have had at least, 4 years' experience in a relevant position in similar or related organization
- Must have excellent proficiency in the use of Peachtree, Sun Accounting Packages and other relate accounting software
- Excellent knowledge of modern Information and Telecommunications Systems

#### **Other Competences & Playing Skills**

- Excellent Analytical Skills
- Excellent Communication Skills
- Excellent report writing skills
- Good Team Player
- Ability to work under pressure and persistence with attention to details

#### **Remuneration**

Very attractive and comparable with what obtains in similar Organization

Applications from interested applicants, which must include detailed curriculum vitae, should be mailed to [recruitment@citn.org](mailto:recruitment@citn.org) **on or before Wednesday, October 9, 2013**

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