



JOB DESCRIPTION – Finance Officer

Job Purpose

Provide executive support to Directors while overseeing the company's financial administration and bookkeeping functions. This role requires strong financial acumen, discretion, and the ability to operate independently in a fast-paced environment. Act as a key support partner to senior management, ensure financial integrity, operational efficiency, and regulatory compliance.

Task/ Duties/Responsibilities

Executive & Strategic Support

- Provide Finance administration
- Manage priorities, correspondence, and confidential communications
- Prepare management reports, presentations and strategic documents
- Coordinate internal and external meetings, including follow-ups and action tracking
- Act as a central point of coordination between management, operations, logistics, and external partners

Finance, Accounting & Bookkeeping Oversight

- Oversee and manage the company's day-to-day financial and bookkeeping operations
- Maintain accurate general ledger records and ensure proper documentation of all transactions
- Supervise invoicing, payments, receivables, and bank reconciliations
- Prepare monthly management accounts, cash flow statements, and financial summaries for management
- Support budgeting, cost control, and financial planning activities
- Monitor export revenues, operating expenses and profit margins
- Ensure timely compliance with tax, statutory, and regulatory requirements
- Liaise with external auditors, accountants, banks, and tax authorities



Trade Finance Responsibilities

- Oversee financial tracking of export transactions, logistics costs, duties, insurance, and foreign exchange exposure
- Manage documentation related to export sales, trade finance, and foreign currency receipts
- Support compliance with local and international trade regulations

Leadership & Process Improvement

- Establish, improve, and maintain financial controls, and procedures
- Provide guidance and oversight to staff
- Identify risks, inefficiencies, and cost-saving opportunities within finance and operations
- Support management in decision-making through accurate and timely financial information

Desired Qualification

- Bachelor's degree in accounting, Finance or a related discipline
- Professional accounting qualification is a strong advantage
- Minimum of 5–7 years experience in finance, accounting, or executive support roles
- Proven experience handling bookkeeping and financial reporting
- Experience in trading, manufacturing, or supply-chain-driven businesses preferred

Skills & Competencies

- Strong financial, analytical, and problem-solving skills
- Exceptional attention to detail and financial accuracy
- Proficient use of an ERP accounting software and Microsoft Excel
- High level of integrity, discretion, and professionalism
- Excellent written and verbal communication skills



Personal Attributes

- Proactive and well-structured with strong follow up skills
- Ability to manage multiple priorities in a fast-paced environment
- Ability to work independently and make sound judgments

What We Offer

- Competitive remuneration and benefits including HMO and Pension
- Opportunity to work closely with executive leadership
- Long-term career growth potential
- Hybrid working

REPORTS TO:	<i>Director Operations & Planning</i>
ACCOUNTABLE TO:	<i>Managing Director/CEO</i>
JOB LOCATION:	<i>Head office- Lagos</i>