



Central Bank of Nigeria

www.cbn.gov.ng

ACCOUNTANT

JOB ROLE: Accountant

JOB OBJECTIVE: To assist the Director in tracking incomes from and payments to internal and external stakeholders, preparing Centre budget, auditing financial transactions and documents, and processing tax payments and returns.

LOCATIONS: Enugu, Ibadan, Zaria

RESPONSIBILITIES

- Manage all accounting transactions
- Prepare Centre budgets
- Prepare financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Prepares Income and Expenditure statements
- Report on the Centre's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

SKILLS/QUALIFICATION

- Work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software

- Advanced MS Excel skills.
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- Minimum of a Second-Class honours degree in Accounting
- Additional certification (ACA, ANAN, ACCA, CPA etc.) is an added advantage.
- Possession of NYSC Discharge Certificate is mandatory.

METHOD OF APPLICATION

Applicants should upload their letters of application, resume/curriculum vitae and credentials on the website <https://cbncpp.org> within two weeks of this publication and indicate clearly the position applied for and the preferred location.

For further information please, call: 07002255226

Signed: Management