



VACANCY – FINANCE OFFICER

James Hope College (JHC) is a private, world class residential co-educational secondary school located in the tranquil area of Agbor, Delta State, which offers a Nigerian/British curriculum. We require a suitably qualified and experienced professional to fill the position of a **Finance Officer**.

Qualifications:

- A Bachelor's Degree in Accounting or a related discipline
- Significant and impeccable accounting experience spanning between 2 to 5 years in a reputable organisation
- A Chartered Accountant (ACA or ACCA) will be an added advantage
- Experience in a similar role will be an added advantage
- The ideal candidate should possess strong analytical, computer, numeracy, and excellent interpersonal skills.

Main Responsibilities:

As the **Finance Officer**, you will be responsible for coordinating accounting activities and processes that support the core business of the College. You will ensure that best accounting practices are followed for maximum efficiency for employees and their activities.

Responsibilities include:

- Preparing the College's Annual Budget
- Monitoring income and expenditure in relation to the College budget and produce monthly reports to the finance team
- Preparing students' termly invoices for school fees, and receipts of confirmed payments while also providing analysis of same
- Preparing and coordinating procurements of the College resources (locally and internationally)
- Preparing monthly financial statements (including ledgers, fixed asset register, amortization schedule)
- Liaison with relevant regulatory authorities on audit, pension, immigration and tax matters
- Petty cash management
- Other duties as may be assigned from time to time by the line Manager

If you possess the above qualities and experience, kindly send us the following:

1. A current Curriculum Vitae (*not more than 2 pages*).
2. Copy of educational qualifications (*certificates*). The originals will be required for sighting during the interview.
3. A cover letter justifying why you should be the successful candidate (*not more than one page*).
4. Contact details of three referees (*one must be from your most recent employer*).

Please send your application not later than Friday 25th February 2021 to

principal@jameshopecollege.edu.ng

The anticipated start date is 1st April 2021.

For more information about James Hope College, Agbor, please visit

www.jameshopecollege.edu.ng