



VACANCY – ACCOUNTS 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 for the position of **Accounts Officer**.

Qualifications:

- HND or Degree in Accounting.
- The ideal candidate must have strong analytical, computer, numeracy, and excellent interpersonal skills. He/she should have significant and impeccable accounting experience spanning not less than 5 years in a reputable organisation (*any experience in a school environment will be an added advantage*).

Main Responsibilities:

As an **Accounts Officer**, you will be responsible for the management of the accounting services 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 (*but not necessarily limited*):

- *Preparing students' termly school fee invoices, and receipts of confirmed payments – provide analysis of same.*
- *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 monthly income and expenditure reports, and breakdowns for submission to the College's auditors.*
- *Be involved in procurements of College resources locally and internationally.*
- *Prepare amortization schedule for payment of services rendered e.g. rents.*
- *Assist with liaison on pension and tax matters including audits by Delta State Board of Internal Revenue.*
- *Other duties assigned by the Line Manager.*

If you possess the above qualities and experience, then 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 reference (*one must be from your most recent employer*).

Please send your application not later than Thursday 17th June 2021 to

principal@jameshopecollege.edu.ng . Kindly indicate the position you are applying for in the subject of your email. The successful candidate is expected to start as soon as possible. For more information about James Hope College, Agbor, please visit www.jameshopecollege.edu.ng