

Job Description: Accountant

Company:	J & E Homes
Department	Finance
Reports to	CEO / Director of Operations
Location	Ibadan, Nigeria
Employment Type	Full-Time

Role Purpose

We are looking for a detail-oriented and analytical Accountant to manage financial records, prepare accurate financial reports, monitor transactions, and ensure compliance with accounting standards and company policies. The ideal candidate will have strong numerical and analytical skills, excellent attention to detail, and a sound understanding of accounting principles.

As part of a growing organisation, the Accountant will play a key role in establishing robust financial systems, managing cash flow and expenditure, supporting management decision-making and ensuring the business maintains strong financial discipline as it grows.

Key Responsibilities

1. Financial Management & Reporting

- Maintain accurate financial records, including invoices, payments, reconciliations, and supporting documentation.
- Prepare monthly, quarterly, and annual financial reports and management accounts.
- Monitor income, expenditure, cash flow, and overall financial performance.
- Support budgeting, forecasting, and cost-control activities.
- Ensure financial records remain accurate, organised, and audit-ready.

2. Revenue, Payments & Reconciliations

- Monitor and reconcile sales and other revenue streams.

- Reconcile POS reports, cash collections, card payments, and bank deposits where applicable.
- Process supplier invoices and ensure payments are made accurately and on time.
- Monitor outstanding resident and supplier balances.
- Investigate and resolve financial or reconciliation discrepancies.

3. Cost & Inventory Control

- Work with Chef and Resident Care Manager to monitor operational, food, beverage, and business costs.
- Support stock reconciliations and investigate significant variances.
- Track costs and identify opportunities to reduce wastage and improve profitability.

4. Payroll & Compliance

- Support the preparation and review of monthly payroll.
- Maintain accurate records of statutory deductions, taxes, and related payments.
- Ensure compliance with relevant tax, accounting, and statutory requirements including VAT and other applicable taxes and statutory deductions.

5. Financial Controls & Management Support

- Maintain appropriate financial controls and review transactions for accuracy and compliance, including following approval process.
- Identify financial discrepancies or control weaknesses and recommend improvements.
- Provide Management with financial analysis, performance insights, and recommendations to support business decisions.
- Monitor compliance with purchasing and expense policies.
- Identify unusual transactions, financial irregularities or control weaknesses and escalate them promptly.
- Support the development of finance policies and procedures.
- Safeguard company financial information and maintain strict confidentiality.

Person Specification

Essential

- Bachelor's Degree in Accounting, Finance, or a related discipline.
- Full professional qualification such as **ICAN, ACCA, ANAN**, or equivalent.
- Minimum of 8 years' accounting experience, preferably in a healthcare, care home, hospitality, or service-based organisation.
- Demonstrable experience and knowledge of accounting principles and financial reporting including preparing budgets, financial statements, and cash flow forecasts.
- Proficiency in Microsoft Excel and accounting software.
- Strong analytical and problem-solving skills.
- High level of accuracy and attention to detail.
- Excellent organisational and time management skills.

Desirable

- Experience implementing accounting systems and financial controls.
- Experience with payroll and statutory reporting.
- Experience supporting audits and management reporting.

Are you interested?

Send your CV and 1 Page Covering letter to careers@josephandestherhomes.com