



VACANCY: BUSINESS ACCOUNTANT

The Company

GDX Equip is positioned to empower Nigeria's furniture industry to thrive on quality, scale and efficiency by mobilising capital, infrastructure, people and being a vehicle of advocacy. Today, GDX Equip is Nigeria's foremost stockist and supplier of industrial woodworking machines, consumables and spares. It is passionate about Nigeria's furniture industry and is supporting its development with innovative solutions.

We are recruiting to fill the position below:

Job Position: Business Accountant

Job Location: Lagos

Job Description

- The Business Accountant ("BA") is a strategic partner in running the business and plays a crucial role in providing central financial position and direction
- He / She should be able to present reports competently and confidently to Management
- The BA should be abreast of all financial metrics and maintain a robust system of archiving and retrieving financial information to support the decision making process
- The BA must have clear focus, give attention to details and be a strategic thinker who is focused on execution
- The BA will direct and implement all financial functions of the company, create a culture of high performance in the unit, align functions and resources, and deploy resources optimally to achieve assigned priorities

Primary Responsibilities

- Create, post and reconcile transactions
- Prepare and process purchase orders
- Verify and match purchase and payable invoices for accuracy
- Verify customer invoices and payments for accuracy
- Process payroll for employees
- Analyze and summarize financial information
- Prepare error-free accounting reports for Management and the Board
- Ensure inventory records reconcile with the Operations Unit
- Participate in the financial forecast process
- Trial Balance Reconciliation and Bank Reconciliation Statements
- Report the actual Financial Performance and compare with the Control Levers.
- Champion the proper maintenance of all accounting systems and functions
- Management of petty cash and impress systems
- Put the right mechanism in place to ensure the company pays all obligations (regulatory, vendor, suppliers, etc.) on due dates



- Responsible for the seamless and real-time running of the financial reporting processes to aid speed of service delivery to both internal and external stakeholders

Job Qualifications

- 4+ years of post-graduate accounting experience
- Thorough knowledge of basic accounting procedures and principles
- Awareness of business trends
- Critical Thinking Skills
- Experience with creating financial statements
- Experience with Quickbooks Accounting software will be an added advantage
- Accuracy and attention to details
- Aptitude for numbers and quantitative skills
- Must have strong quality control and compliance standards
- Ability to multi-task as well as work independently
- Ability to work well with others and as a team leader
- Undergraduate degree in in any numerate-based discipline and/or be a Chartered accountant (while not mandatory, candidate must show efforts in attaining same)

Method of Application

All qualified candidates should send their Curriculum Vitae electronically using the Position applied for as the subject of the mail to: hr@gdxequip.com on or before **November 6, 2022**.

Note: Also kindly attach an Excel file with the following information: Surname; First Name; DOB; Gender; Institution; Course of Study; Qualification; Grade; Year of Graduation; Phone No; Professional Qualifications;