



OVERVIEW & JOB OBJECTIVE

Job Title	Management Accountant	Pay Range (Annual Gross)	N5M – N7M	Location	Lagos, Head Office
Grade Level	Middle Management				

Background:

The CIPM is the umbrella Association for Practitioners of People Management with the vision to be the Institute of Choice for People Management.

At the CIPM:
 We care for our People
 We partner to build their Careers and
 Together we strive for EXCELLENCE
 “We focus on building people, so our people will focus on building our Institute”

The purpose of this job shall be to:

- Supporting decision-making by providing appropriate financial information.
- Duties would include but not limited to; preparing reports, budgets and financial statements, budgetary control, forecasting income and expenditure and liaising with external audit.

EQUAL OPPORTUNITY STATEMENT

CIPM is an equal opportunity workplace and an affirmative action employer. We encourage applications from suitable candidates, irrespective of physical ability/disability, color, tribe, race, religion, marital status, pregnancy or other status protected under the law.

REPORTING RELATIONSHIPS

Reports to	Chief Financial Officer	Supervises	Account Payable Officer Credit Reconciliation Officer Cashier
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JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES

Internally Relates with	<ul style="list-style-type: none"> ▪ External Clients ▪ Internal Stakeholders 	Externally Relates with	<ul style="list-style-type: none"> ▪ Financial Institutions ▪ Corporate Organizations. ▪ External Auditors and Government regulatory agencies
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PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES

Treasury Management	<ol style="list-style-type: none"> 1. Ensure high liquidity position for the Institute 2. Proper working capital management 3. Investment & Portfolio management
Budgetary Control	<ol style="list-style-type: none"> 1. Forecast income and expenditure, and ensuring expenditure is in line with the budget 2. Prepare the monthly management accounts, budgets and forecasts to aid business planning 3. Variance Analysis and reporting



Statutory Allied Matters Management	<ol style="list-style-type: none"> 1. Compute Withholding Tax, PAYE, & Pensions 2. Liaise with external audit 			
Strategy	<ol style="list-style-type: none"> 1. Inform key strategic decisions and formulating business strategies to generate revenue 			
KEY PERFORMANCE INDICATORS				
Operational Targets	Preparing reports, budgets and financial statements, budgetary control, forecasting income and expenditure and liaising with external audit			
PERSON SPECIFICATION				
Knowledge, Technical Skills and Attitudes				
<ol style="list-style-type: none"> 1. Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support to the business. <ul style="list-style-type: none"> - Ability to develop and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies. - Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company. 2. Communication: The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences. 		<ol style="list-style-type: none"> 3. Emotional intelligence – being able to understand and manage your own and others’ emotions, and their effect on behaviors and attitudes. 4. Customer Orientation: The ability to demonstrate concern for satisfying one’s external and/or internal customers. 5. Achieving results: Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned. 		
Experience				
<ul style="list-style-type: none"> • Minimum of 5 years’ experience and knowledge in SAGE 50. 				
Qualifications				
<ol style="list-style-type: none"> 1. B.Sc/HND in Accounting, Banking & Finance or Economics. 		<ol style="list-style-type: none"> 2. Member of ICAN - ACA Qualification is required 		
Other Requirements				
<ol style="list-style-type: none"> 1. Computer Literate: Excel, Word, Outlook 		Proficient in the use of Finance software’s		
PHYSICAL REQUIREMENTS				
Location	Office Based <input type="checkbox"/>	Both Office & Field Based <input checked="" type="checkbox"/>		Field Based <input type="checkbox"/>
Travel	None <input type="checkbox"/>	0% - 30% <input checked="" type="checkbox"/>	31% - 60% <input type="checkbox"/>	61% - 100% <input type="checkbox"/>



Work Cycle/Days	Mondays – Fridays
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Application Process

- Method of Application: Send your CV quoting appropriate Job Title to Humanresources@cipmnigeria.org
- Application Deadline: **Monday 27 February, 2023**
- Remuneration: We value our employees and the role comes with an attractive compensation, benefits and a great work environment.