



OVERVIEW & JOB OBJECTIVE					
Job Title Grade Level	Management Accountant Middle Management	Pay Range (Annual Gross)	N5.7M – N6.7M	Location	Lagos, Head Office
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: <ul style="list-style-type: none">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		
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
Internally Relates with	<ul style="list-style-type: none">External ClientsInternal Stakeholders	Externally Relates with	<ul style="list-style-type: none">Financial InstitutionsCorporate Organizations.External Auditors and Government regulatory agencies		
PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
Treasury Management	<ol style="list-style-type: none">Ensure high liquidity position for the InstituteProper working capital managementInvestment & Portfolio management				

CIPM HOUSE, 1, CIPM AVENUE, CENTRAL BUSINESS DISTRICT, ALAUSA, IKEJA, LAGOS.
AZUKA DIALI HOUSE, PLOT 17, BENGHAZI STREET, WUSE ZONE 4, ABUJA
P.O BOX 5142, MARINA, LAGOS. TELEPHONE: 0815-718-4670, 0810-558-8421, 0802-338-5369 WWW.CIPMNIGERIA.ORG
PRESIDENT: MR. OLUSEGUN MOJEED, FCIPM, **VICE PRESIDENT:** MR. HENRY UNUAKPOR, MCIPM,
NATIONAL TREASURER: MRS. OGOCHUKWU EGBUONU, MCIPM, **REGISTRAR/CE:** MS. OLUWATOYIN NAIWO, FCIPM



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	



1. B.Sc/HND in Accounting, Banking & Finance or Economics.		2. Member of ICAN - ACA Qualification is required	
Other Requirements			
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"/>
Work Cycle/Days	Mondays – Fridays		

Application Process

- Method of Application: Send your CV quoting appropriate Job Title to recruitment@cipmnigeria.org
- Application Deadline: **Thursday 4 April, 2024**
- Remuneration: We value our employees and the role comes with an attractive compensation, benefits and a great work environment.