

**Company: Sunrise Estate Development Limited**

**Ref: SIH\_9004\_10**

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**Job Position: Financial Controller**

Work Location: Abuja, Nigeria

Job Duties and Responsibilities:

- Review accounting activities performed to ensure proper implementation of control functions
- Ensure that all activities and duties within the financial accounting section are in compliance with the financial policies and procedures
- Check the accuracy and validity of the company's accounting records.
- Supervise and coordinate the accounting activities within the Finance department; and coordinate assigned activities with other departments
- Ensure that effective internal controls are in place within the department.
- Provide required information to finance director in a timely and accurate manner.
- Ensure that financial accounting department staff understands the changing needs of the company.
- Ensure that the company's leases, contracts, insurance, and mortgages are up to date.
- Cooperate with external auditors and consultants as appropriate.
- Periodically conduct training to Accountants and assist them in resolving any technical issue that they may encounter.

- Ensure that the collection process of the outstanding receivable balances is being performed timely.
- Ensure that the payroll payments are made timely and accurately.
- Ensure that all activities and duties within the financial accounting function are in compliance with the financial policies and procedures

Review and approve accounting entries as per the approved authority matrix.

- Review the reconciliation of main contractors and sister companies accounts
- Review and approve the reconciling items of balance sheet accounts
- Ensure that proper classification of fixed assets is being properly done and that the depreciation expense is accurately calculated.
- Ensure that all journal entries and financial reporting requirements are completed timely and accurately to support the financial close
- Add, delete and maintain clients and suppliers' accounts on the related subsidiary ledgers.
- Assist in development and implementation of new and existing systems.

Competencies and qualifications:

- Bachelor's degree in Accounting or Finance, CPA is a must
- At least 10 years of general accounting experience; of which 3 years were as supervisor or controller.
- Ability to establish priorities, work independently, and proceed with objectives without close oversight
- Excellent computer skills to include expertise in spreadsheets and ERP system.

- Knowledgeable in finance, accounting, budgeting, and cost control principles including International Financial Reporting Standards (IFRS).
- Leadership and managerial skills

Conditions of Service:

- Working Hours (Abuja): From 8AM to 5PM
- Performance Bonus
- Benefits: Furnished Accommodation, Transportation, Health, Life, PA, Evacuation and repatriation Insurance coverage.
- 30 Annual Leave Days paid with 3 roundtrip air tickets

Interested candidates should send their CV and cover letter to: [tania@sed-ltd.com](mailto:tania@sed-ltd.com)