

April 17, 2019

**RECRUITMENT OF FINANCE OFFICER**

The Institute for Media and Society (IMS) is a non-profit, non-governmental organization working towards strengthening broadcast media in Nigeria through capacity building at various levels and also engaging in media advocacy to ensure that the media complies to international best practices.

As part of efforts to expand its scope of work in broadcast media interventions, IMS intends to engage the service of a finance officer who will provide support to the increasing financial process of the organization.

**Recruitment Title:** Finance Officer

**Location:** Lagos

**Duration:** Permanent

**Scope of Work**

Finance Officer engaged will provide support to the Head of Administration/Finance towards ensuring a smooth day-to-day administration of accounting and financial processes of the organization.

**Duties and responsibilities**

1. Provide support to achieving a viable accounting, financial and administrative management for the organization
2. Ensure proper documentation of financial processes
3. Disburse funds using petty cash and makes change according to specific instructions.



**Qualifications**

* A Bachelor's degree in Accounting or Finance
* An industry-based professional qualification or higher degree will be an advantage.

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**Competences:**

1. Familiarity with developments in the Nigerian Accounting sector.
2. Strong interpersonal and communication skills
3. Strong administrative and financial management and reporting skills
4. Ability to support project finance team effectively
5. Proficiency in the use of Accounting Packages, and Microsoft Office

**Experience:**

* A minimum of 3 years professional experience in the finance industry.
* Good track record in managing finances

**Languages:**

1. Fluency in both spoken and written English

Interested candidates should send their CV and Cover Letter to: Manager, Finance and Administration on or before close of business on Friday, April 26, 2019. Shortlisted candidates will be invited for interview after review of application.