



# **OYINS RESORT: A SUBSIDIARY OF OYINSINTERNATIONAL**

OLD EPE GARAGE, IJEBU ODE OGUN STATE NIGERIA

## **ADMINISTRATIVE STAFF MEMBERS**

### **Additional Roles**

### **CFO/ACCOUNTANT**

#### **Responsibilities:**

Prepare and analyze financial statements in accordance with local accounting standards.

Ensure accuracy, completeness, and compliance with regulatory requirements.

Maintain accurate and up-to-date financial records, including ledgers, journals, and accounts.

Record financial transactions and ensure proper documentation.

Prepare and file tax returns in compliance with Nigerian tax laws.

Stay abreast of changes in tax regulations and ensure the organization's compliance.

Assist in the development of budgets and financial forecasts.

Monitor budget performance and provide variance analysis.

Implement and maintain internal control procedures to safeguard company assets.

Conduct regular audits to ensure compliance.

Analyze financial data and provide insights to support decision-making.

Identify trends, opportunities, and potential risks.

Administer payroll processes, ensuring accurate and timely payment to employees.

Deduct and remit statutory deductions.

Assist in the coordination of internal and external audits.

Provide necessary documentation and support during audits.

Keep abreast of changes in accounting standards and regulations.

Utilize accounting software and financial management tools efficiently.

Stay updated on the latest software advancements.

Communicate financial information to management and other relevant stakeholders.

Provide financial reports and analysis as required.

**Requirements:**

A bachelor's degree in accounting or a related field. Professional certifications such as ACCA (Association of Chartered Certified Accountants) or ICAN (Institute of Chartered Accountants of Nigeria) may be preferred.

2-3 years of relevant experience in accounting, with a strong understanding of Nigerian accounting principles and regulations.

Previous experience in a similar role may be required.

Proficiency in accounting software and financial management tools.

Strong knowledge of Nigerian accounting standards and tax regulations.

Strong analytical and problem-solving skills.

Ability to interpret financial data and provide meaningful insights.

High level of accuracy and attention to detail in financial record-keeping and reporting.

Adherence to ethical standards and integrity in handling financial information.

Ability to maintain confidentiality.

Excellent communication skills, both written and verbal.

Ability to communicate financial information to individuals with varying levels of financial literacy.

Ability to work collaboratively with other departments, auditors, and stakeholders.

Effective teamwork and interpersonal skills.

Strong organizational and time management skills.

Ability to manage multiple tasks and meet deadlines.

Ability to adapt to changes in accounting standards, regulations, and company procedures.

Flexibility in handling various aspects of the accounting role.

Commitment to continuous learning and staying updated on changes in accounting standards and regulations.

**Benefits:**

Competitive salary and benefits package. Opportunity to work in a dynamic and fast-paced environment. Career development opportunities within a growing hospitality company. Discounted hotel stays and access to hotel amenities. The chance to make a positive impact on the guest experience. If you are a highly motivated and customer-oriented individual with a passion for hospitality, we encourage you to apply!

**To Apply:**

Please send your resume and cover letter to [hr@oyinsinternational.com] We look forward to hearing from you!