

## Job Description | Accountant, NUTM Scholars Program

### About Nigerian University of Technology and Management

The **Nigerian University of Technology and Management (NUTM)** is a pioneering higher education initiative to identify and train the next generation of leaders in technology and management for Africa.

NUTM will strive for excellence in technology and management and become a hub for best-in-class learning and research. It will focus on areas in Science, Technology, Engineering, Mathematics, and Management in its academic offerings at the undergraduate, postgraduate, and doctoral levels.

### About NUTM Scholars Program

The **NUTM Scholars Program (NSP)** is a one-year full-time interdisciplinary postgraduate program in Technology, Entrepreneurship and Design. During the program, Scholars will learn and study concepts in technology, entrepreneurship and design, management and leadership. The NSP intends to groom stellar young leaders from a diverse range of backgrounds across Africa to be change agents for the region and the world.

### About the role

We are offering a unique opportunity to build an institution that will significantly impact higher education in Nigeria and Africa. This role has immense potential to evolve, as the University grows.

We are seeking for an experienced and detailed-oriented accountant with proven knowledge of accounting methods and techniques who will work closely with the Chief Financial Officer and be responsible for financial budgeting, projections, forecasting and reporting:

### Responsibilities

1. Maintain the NUTM general ledger by processing all company invoices, payments, and purchases.
2. Prepare comprehensive financial report at period end to accurately reflect operations of NUTM.
3. Prepare and maintain financial analysis that forecast/project NUTM operational and financial performance.
4. Lead closure of all statutory and tax audits such as tax planning, computation, and filings of returns with the relevant agencies.
5. Handle all account reconciliation (including payable, receivable and banks).
6. Maintain register of all NUTM assets.
7. Prepare budgets and financial reports as may be required by NUTM donors and other stakeholders.
8. Analyse, reconcile, and maintain all accounting records for NUTM.

9. Responsible for daily monitoring of cash balances, determine cash requirements, monitor and effectively mitigate NUTM financial risks.
10. Establish and enforce proper accounting methods, policies and principles.

### Preferred Qualifications

1. Minimum of 5 years' experience in an accounting role.
2. Degree in Accounting, Finance, Banking or any related discipline.
3. Membership of the ICAN or any other related professional qualification.
4. Possession of a Post Graduate Degree in Accounting/Business administration or related field is an added advantage.

### Functional Competencies

1. Deep knowledge of accounting principles including IFRS.
2. In-depth understanding of financial reporting, taxation, cash flow management/ treasury, account reconciliation, budgeting, financial analysis etc.
3. Demonstrates great communication skills both written and verbal.
4. Proficient in the use of MS tools especially Excel and Word.
5. Excellent knowledge of data analysis and forecasting models.
6. Ability to work with and support the process of implementing accounting softwares.
7. Experience with presenting at management and BOARD level.
8. Eager and willing to learn with the desire to grow as an individual.
9. A strong team player with a professional attitude.

### Compensation

Competitive salary package

**How to apply** e-mail your CV and cover letter to  
[hr@nutmng.org](mailto:hr@nutmng.org)