

## POSITION DESCRIPTION FOR LG-L-CA

<b>Position Title:</b> LGS COMPANY ACCOUNTANT	<b>Start Date:</b> 23 May 2023
<b>Department:</b> ADMIN	<b>Position Code:</b> LG-L-CA
<b>Sub Department:</b> N/A	<b>Position Level:</b> MID LEVEL MANAGEMENT
<b>Location:</b> Utako, Abuja	<b>Geographic Scope:</b> Nigeria
<b>Reports to:</b> SENIOR MANAGEMENT	
<b>Direct Reports:</b> Nil	
<b>Size of Role:</b> 2 ON-SITE EMPLOYEES, >50M MONTHLY REVENUE	
<b>Critical Relationships:</b> Showroom Manager, Cashiers, Fulfillment Manager, Catalogue Managers	
<b>Overall Job Purpose:</b> The LGS Company Accountant is responsible for the financial affairs of the company. Approval of Supplier Invoice Payments, Confirmation of Customer Payments through multiple channels, Enforcement of Discount Policy, Expense Report Approvals and Reconciliation of Accounts will make up the bulk of your work. These processes are all automated, candidates without a functional level of IT proficiency should please not apply.	
<b>Company Information:</b> Lu Gold Store (LGS) is a seller of Electronics & Home Appliances from all the Major Brands. The LGS Catalog contains over 1800 unique SKUs from 22 Brands. LGS has a reputation for the Lowest Prices Nationwide, Same Day Delivery and a loyal clientele who consider LGS a well-kept secret. You'll be joining a team in a Brand New Showroom and will be required at all times to meet the company's high standards.	
<b>Education:</b> Candidates must have an Undergraduate Degree in Accounting or Finance.	
<b>Age:</b> Candidate must be between 23-38 Years	
<b>Gender:</b> This role is for a female candidate only.	
<b>Personal Qualities:</b> Professionally discipline, high attention to detail, CLEAR UNDERSTANDING OF PROTOCOL, good communication skills.	
<b>Industry Experience:</b> Candidates must have a minimum of 2 years experience in an Accounting or Financial position. Candidates must be able to show evidence of the impact their employment had in any of their previous roles. All Information must be verifiable.	
<b>Technology Skills:</b> IT Proficiency must be functional. LGS has specific ERP and CRM platforms. Candidates must be able to learn how to use new software.	
<b>Communication Skills:</b> Fluent English.	
<b>Salary:</b> N1,800,000.00 per annum.	
<b>Mode:</b> Full time work. 9am to 5pm, Mondays to Saturdays. May be required to travel on company's expense.	
<b>Before You Apply:</b> Please confirm you meet the criteria before submitting an application for any vacant positions. You can look at all available positions on our website to find a match.	
<b>How to Apply:</b> Visit <a href="http://www.lugoldstore.com/vacancies">www.lugoldstore.com/vacancies</a> from 10 May 2023 and fill out an application form. You can also apply through advertised job sites. You will be required to provide a CV, a full photograph and a cover letter of only 4 sentences explaining why the role is for you.	