



VACANCY ANNOUNCEMENT – FINANCE OFFICER

Location: LSETF, HQ, Lagos Nigeria

Position: **Finance Officer**
Industry: **Government**
Job Type: **Full Time**

About LSETF

Lagos State Employment Trust Fund (LSETF) was established to provide financial support to residents of Lagos State, for job, wealth creation and to tackle unemployment. LSETF serves as an instrument to inspire the creative and innovative energies of all Lagos residents and reduce unemployment across the State. The Fund has the mandate to help Lagos residents grow and scale their Micro Small and Medium Enterprises (“MSMEs”) or acquire skills to get better jobs through its three programmes; the Employability Support Programme, the Lagos Innovates Programme and the Loan Programme.

Job title:	<i>Finance Officer</i>
Reports to:	Head, Finance

Job purpose

To manage financial processes, including loan management, bank reconciliation, tax compliance, payment processing, equity verification, audit support, and petty cash management. Ensure accurate reporting, compliance, and efficient financial administration.

Duties and Responsibilities:

- **Loan Management:** Accurately account for all categories of loans within the organization's portfolio.
- **Bank Reconciliation:** Prepare and review bank reconciliation statements to ensure accuracy and timely updates.
- **Tax Compliance:** Oversee and manage the organization's tax systems to ensure compliance with applicable laws and regulations.
- **Payment Processing:** Enter and process payments efficiently within the organization's ERP system.
- **Administration of payment voucher**
- **Equity Contribution Verification:** Confirm and verify equity contributions as per organizational guidelines.
- **Audit Support:** Collaborate with internal and external auditors by providing required documentation and information.
- **Petty Cash Management:** Efficiently manage the petty cash system of the fund

- Other Duties: Perform additional tasks as assigned to support the finance department's objectives.

Qualifications & Experience:

- ✓ First Degree or Higher National Diploma certificate (minimum of lower credit) in Finance, Accounting or a related discipline from a recognized higher institution.
- ✓ Professional Certification or progress towards certification will be an added advantage
- ✓ 0 - 2 years of relevant experience
- ✓ NYSC discharge certificate is mandatory

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Financial Management skills
- ✓ Knowledge of accounting principles and reporting standards
- ✓ Programme/Project Management Skills
- ✓ Knowledge in Financial Software and Microsoft Excel
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Excellent communication and reporting abilities
- ✓ Analytical and Problem-Solving Skills
- ✓ Attention to Detail and Audit Preparedness

Method of Application

Please send all CVs to careers@setf.ng before close of business on **Friday, January 24, 2025** stating the position in the subject. Only shortlisted candidates will be contacted.

We are NDPR compliant. By submitting your information and documents to us, you are agreeing to the storage and usage of your data by LSETF, in accordance with our [privacy policy](#)