

## NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

### Job Profile of Accounts Team Leader

<b>Title of the position:</b> Accounts Team Leader	<b>Location of the job (Department &amp; Division):</b> Finance & Admin. Division
<b>Number of subordinates:</b> 1	<b>Reports to:</b> Finance & Admin Director
<b>Mission/ Core purpose of the job (short description)</b>	
To provide qualitative support services to the organization's operations through effective implementation of financial policies and procedures governing financial management & control. The account team leader is also, responsible for preparing financial statements, maintaining cash controls, accounts payable and managing all financial office operations of the business.	
<b>Key performance area</b> <b>Core, essential responsibilities/ outputs of the position (KPA's)</b>	
<b>Role complexity:</b> <ul style="list-style-type: none"> <li>• Develop and ensure implementation of all financial operational policies and procedures in line with acceptable industry practice.</li> <li>• Define overall operational plan for the management of the day-to-day finance related issues.</li> <li>• Manage cross-functional relationships with other departments and units.</li> </ul>	
<b>Task complexity:</b> <ul style="list-style-type: none"> <li>• Effectively implement stated policies and procedures with respect to management of financial processes and procedure.</li> <li>• Establish and maintain cash controls, supplier accounts and financial files/records of the organization</li> <li>• Ensure that the general ledger is reconcile and maintained as at when due</li> <li>• Prepare income statements, balance sheets, monthly financial statements and quarterly reports, as well as report on variances to the Director, Finance &amp; Admin.</li> <li>• Assist with the annual audit of the organization's financials</li> <li>• Maintain the computerized accounting system of the organization</li> <li>• Ensure accurate recording, retirement and reconciliation of all petty cash allocation.</li> <li>• Ensure prompt generation of requisitions and purchase orders where applicable.</li> <li>• Monitor and evaluate the performance of team members</li> <li>• Ensure compliance with defined finance operational guidelines</li> <li>• Conduct routine assessment of team member 's competency and recommend for training programs to address identified gaps</li> </ul>	

<ul style="list-style-type: none"> <li>• Provide clear interpretation of departmental goals and individual roles</li> <li>• Understand and manage teams part in the accomplishment of overall company's goals</li> <li>• Perform other duties assigned from time to time by the Director, F &amp; A.</li> </ul>
<p><b>Supervisory Complexity:</b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to defined policies and procedures.</li> <li>• Monitor and evaluate the performance standards of direct reports.</li> <li>• Access subordinates' training needs and ensure prompt bridging of identified gaps by recommending relevant training programs.</li> <li>• Ensure adherence to best standards and practice within the department.</li> </ul>
<p><b>Leadership Complexity:</b></p> <ul style="list-style-type: none"> <li>• Provide clear direction and mentoring to direct reports.</li> <li>• Promote and encourage teamwork among subordinates.</li> <li>• Motivate subordinates towards the attainment of goals.</li> <li>• Develop subordinate's management skills through effective delegation of authority.</li> </ul>
<p><b>Managerial complexity:</b></p> <ul style="list-style-type: none"> <li>• Provide clear interpretation of departmental goals and individual roles.</li> <li>• Exhibit flexibility in changing circumstances.</li> <li>• Understand team's part in the accomplishment of overall company's goals.</li> <li>• Manage expectations.</li> <li>• Identify and maximize subordinates' potentials.</li> <li>• Manage and resolve conflicts.</li> </ul>
<p><b>Creativities (improvement/ innovation inherent):</b></p> <ul style="list-style-type: none"> <li>• Effectively re-engineer existing processes to reflect industry standard</li> <li>• Proactively identify and eliminate inefficiencies within the department</li> <li>• Significantly up grade teams performance in line with the overall company strategy</li> </ul>

<p><b>Vulnerabilities (control span)</b></p> <ul style="list-style-type: none"> <li>• Emotional staff/customers</li> <li>• Violation of financial process and procedures</li> <li>• Service level defaults</li> <li>• Staff expectations not matching reality on ground</li> <li>• Interdepartmental dependencies</li> </ul>
<p><b>Collaboration</b></p>
<p><b>Responsibility towards:</b></p> <ul style="list-style-type: none"> <li>• <b>Direct report:</b> 1 accounts assistant</li> <li>• <b>Matrix report:</b> None</li> <li>• <b>Key customer:</b> all staff</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Key supplier:</b> Corresponding Banks</li> <li>• <b>Relations:</b> Other departments/units</li> </ul>
<b>Discretionary space</b>
<p><b>Independent thought and Judgment:</b></p> <ul style="list-style-type: none"> <li>• Predetermined financial policies and procedures.</li> <li>• Development of operational policies, guidelines and quality control</li> <li>• Definition and allocation of targets</li> </ul>
<b>Minimum Requirements</b>
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting/Business Administration/Finance or any relevant field, master's degree or additional qualification will be added advantage</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 8 years relevant experience, 3 of which should be at Supervisory level.</li> </ul>
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Basic Accounting.</li> <li>• Reporting /Business Writing</li> <li>• Management Programs</li> <li>• Employee Performance Management</li> <li>• Relationship Management</li> <li>• Manpower planning and management</li> </ul>
<b>Competencies</b>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Relationship Management.</li> <li>• Basics of Office Administration.</li> <li>• Systems Use and Operation.</li> <li>• MS Office</li> <li>• Budgeting and budget control</li> <li>• NEITI Policies &amp; Procedures</li> </ul>
<p><b>Skills/ physical competencies:</b></p> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Business management and development skills</li> <li>• People management skills</li> <li>• Customer service skills</li> <li>• Presentation skills</li> <li>• Problem solving</li> <li>• Analytical skills</li> <li>• Process implementation</li> </ul>

<b>Behavioural qualities:</b>		
<ul style="list-style-type: none"> <li>• Effective delegation of authority.</li> <li>• Good relationship management.</li> <li>• Proactive identification and elimination of inefficiencies.</li> <li>• Good work habit with minimal turn around time.</li> <li>• Continual self and subordinate development.</li> <li>• Goal and quality oriented</li> </ul>		
<b>General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</b>		
<ul style="list-style-type: none"> <li>• Normal hours</li> <li>• May be required to work extended work hours</li> </ul>		
<b>Quality Standards</b>		
<ul style="list-style-type: none"> <li>• Ensure internal customer satisfaction</li> <li>• Ensure effective adherence to set financial policies and procedures</li> <li>• Ensure adequate understanding of financial process and procedures</li> <li>• Ensure achievement of agreed KPI's</li> <li>• Ensure that the client/customer experience lives up to the brand promise</li> </ul>		
<b>Sign-off / Approval</b>		
<b>HR Manager:</b>	<b>Director F&amp;A:</b>	<b>CEO:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>