

JOIN US

INTEGRITY | CURIOSITY | COLLABORATION | CLIENT FIRST | ENTREPRENEURIAL SPIRIT

Ipsos is a world-leading research company operating in more than 85 countries. It has revenues in excess of £1Bn and employs over 16,000 staff worldwide. Ipsos provides research services and strategic insights to the world's largest corporations and many public sector organisations.

At Ipsos we are passionately curious about people, markets, brands and society. We make our changing world easier and faster to navigate and inspire clients to make smarter decisions.

We deliver with security, simplicity, speed and substance. **We are Game Changers.**

Finance Assistant – Ipsos in Nigeria

Key Accountabilities/KPI

1. Verify daily request from all departments for payment processing
2. Keeping & Administration of Petty Cash
3. Writing of Cheque for Services enjoyed by the company as at when due
4. Create and maintain a paper filing system for:
 - Petty Cash Payment
 - Cheque Payment
5. Maintain computerised records on Symphony of:
 - Petty Cash payments
 - Cheque payments
6. Assisting Accountants on Timely basis on Project Expenses Administration as situation demand

Key performance measures

- Rating achieved on turnaround of Payments Processing
- Ensure the implementation of all relevant processes and procedures to support the department and business to minimise/eliminate risk and exposure to fraud and unhealthy business practices

Planning and decision making

PLANNING

- Is able to operate within the fluidity of the market place according to market forces and demands;
- Is able to correctly interpret and translate business department strategy and apply business acumen and common sense to the overall management of the Finance component; and
- Apply solutions that span the inherent complexity, scope and magnitude of problems impacting on business performance at Company level

DECISION MAKING

- Energetic and likes to get involved
- Is observant, in touch with work environment and in being quick to identify potential opportunities.
- Probes facts, identifies problems and challenges assumptions while remaining resourceful in finding practical solutions. Is creative in suggestions for new ways of doing the job;
- Is socially confident but affinitive, being at ease with people, quick to establish a rapport and share with and consult, working in a collaborative context where constructive criticism is readily accepted;
- Can take the initiative, is optimistic despite setbacks and has a healthy sense of humour

Knowledge and personal competencies

KNOWLEDGE/QUALIFICATIONS

- A minimum first degree (B.Sc or HND) in Accounting discipline

SPECIAL SKILLS / COMPETENCIES

- Computer literacy
- Knowledge of Microsoft Word & Excel will be an added advantage

***If you are this person, then you are right
for us and we are right for you!***

**This is a challenging opportunity for a dedicated and highly motivated professional,
with a strong commitment to Ipsos values.**



If you believe you are the candidate we are looking for, please submit your application and CV detailing your experience for the post and include daytime telephone contacts to;

ipsosnigeria@ipsos.com

Application will not be considered if covering letter is not attached.

Include "Finance Assistant – Ipsos in Nigeria" in the cover letter and email subject header.

Deadline for application: Friday, 31st August 2018, 5pm