

## **JOB VACANCY**

As part of our expansion process, our Firm, a Tax & Management Consulting firm based in Gbagada, Lagos, needs to fill the following positions:

### **1. ASSOCIATE TRAINEE (TAX & AUDIT). REF NO (AT001)**

#### **Duties:**

To assist in daily administration and management Clients Tax and related matters, including, but not limited to the below;

Participation in the completion of assurance and accounting work.

Collaborate to plan engagement objectives and an audit strategy that complies with professional standards and appropriately addresses risk.

Manage Annual and Monthly tax returns for Clients and ensure due remittance and prompt returns as specified by respective tax laws,

Leverage the team appropriately to ensure proper documentation is prepared for the client and procedures relating to the file are followed accordingly.

Detailed conduct of assurance and non-assurance engagements to ensure professional standards are met.

Collaborate with client engagement team prior to commencement of client work to discuss roles and responsibilities, risk areas, materiality and deadlines.

### **2. ADMINISTRATIVE SECRETARY (PROJECT). REF NO (MT001)**

#### **Duties:**

Performs secretarial duties, data entry, filing, receives and screens office calls and correspondence, responds to routine telephone inquiries; forwards calls to appropriate party.

Office Environment - Ensures the office facility is clean, safe and organized.

Receives, data stamps and distributes incoming mail. Distributes purchase requisitions in numerical order to appropriate office staff.

Responsible for maintaining petty cash drawer and distribution of petty cash when necessary.

Accurately maintains a variety of logs and files.

Processes telephone bill and distributes vouchers accordingly.

Ensure that office equipment such as furniture, computers, generators motor vehicles etc are arranged orderly and maintained as at when due.

Ensure best practices, act in accordance with company policies and provide service excellence

Performs other duties as assigned by Director of Operations

## Requirements:

### **ASSOCIATES TRAINEE (TAX & AUDIT) REF NO (AT001)**

- Minimum of 2 years of post NYSC
- Age: Between 25-40 Years Old
- Remuneration: 900,000– N1,000,000 per annum.
- Resident: Shomolu/Kosofe LGA resident or its environs will be an added advantage.

### **ADMINISTRATIVE SECRETARY (REF NO (MT001)**

Diploma or Bachelor's degree in any relevant field

- HND/B.Sc in any discipline
- Minimum of 3 years of post NYSC
- Age: Between 25–45 Years Old
- Remuneration: 800,000– N1,000,000 per annum.
- Resident: Shomolu/Kosofe LGA resident or its environs will be an added advantage.

Resident: Shomolu/Kosofe LGA or its environs will be an added advantage

Interested candidates should forward application letter with resume to:  
[admin@sowprofessional.com](mailto:admin@sowprofessional.com)

**Please quote the REF NO for your application to be considered for shortlisting**

Application closes on the 11<sup>th</sup> of September, 2023