

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:	FINANCE OFFICER
Reports to:	HEAD, FINANCE
Direct Report:	None

Job purpose

To provide high quality and effective financial support and assistance to the Head of Finance as required. Responsible for maintaining records for the Fund's projects and programmes, as well as managing the treasury operations of the Fund.

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
 - Responsible for ensuring the secured handling, processing, and protection of personal data in compliance with data protection regulations and internal policies.
 - Any other duties as assigned.
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Qualifications & Experience:

- ✓ First Degree or Higher National Diploma certificate (minimum of lower credit) from a recognized higher institution.
- ✓ Professional Certification is an added advantage.
- ✓ NYSC Discharge/ Exemption Certificate is mandatory.
- ✓ Minimum of 2 years' cognate experience in related function.

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Financial Management Expertise.
- ✓ Broad knowledge of accounting principles.
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Communication Skills
- ✓ Business Writing; Presentation and Report Writing
- ✓ Analytical and Problem-Solving Skills
- ✓ Communication Skills
- ✓ Analytical and Problem-Solving Skills

Method of Application

Please send all CVs to careers@lsetf.ng before close of business on **Tuesday, June 17, 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 <https://lsetf.ng/content/privacy-policy>
