

Senior Associate – Financial and Tax Accountant

Description

Tenece Holdings Ltd is the group company of our businesses that cut across (6) distinct sectors. At the core is our technology vertical, Tenece Professional Services. We are registered under the laws of the federal government of Nigeria.

Job Summary:

The Senior Associate, Financial & Tax Accountant will play a strategic role in driving financial accuracy, tax compliance, and regulatory reporting across the Tenece Group. The role involves end-to-end responsibility for financial management reporting, general ledger integrity, statutory audit coordination, budget planning, and oversight of all tax matters. The ideal candidate is a seasoned finance professional with strong leadership acumen, deep technical accounting expertise, and the ability to coach junior team members while contributing to strategic decision-making.

Responsibilities

- **Financial & Management Reporting:**
Deliver accurate, insightful monthly management reports (including KPIs, variance analysis, and trends) by the 5th of each month. Prepare quarterly MANCO reports and handle executive-level financial reporting needs.
- **Statutory Reporting & Audit Compliance:**
Lead the preparation of unaudited accounts across all group entities by January 21st. Coordinate audit schedules, resolve audit issues, and ensure final sign-off of audited financial statements by June 21st.
- **Budget Management & Consolidation:**
Drive the group-wide budgeting process across multiple subsidiaries. Consolidate and review departmental budgets and obtain approvals through the Head of Finance.
- **Tax Compliance & Risk Mitigation:**
Ensure full compliance with monthly and annual tax obligations (VAT, WHT, PAYE, Pension, NHF, NSITF, ITF). Maintain a regulatory tracker, liaise with tax consultants during audits, and support strategies to mitigate tax risks and penalties.
- **General Ledger Oversight:**
Supervise weekly ERP postings to ensure transaction accuracy. Investigate and resolve legacy or misclassified balances. Complete GL reconciliations by the 5th of each month in alignment with IFRS standards.
- **Journal Management:**
Review and validate key month-end journals (e.g., depreciation, prepayments, stock adjustments, year-end entries) with full supporting documentation. Ensure accuracy and timely posting by the 2nd of each month.
- **Leadership & Performance Management:**
Support the growth and performance of junior finance staff. Conduct weekly check-ins, quarterly EPA/KPI reviews, and lead team training sessions. Ensure continuous improvement and uphold high standards of collaboration

Hiring organization

Tenece Holdings Limited

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

March 27, 2024

and accountability.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- ACA, ACCA, or equivalent certification (mandatory).
- 6–7 years of progressive experience in financial reporting, audit coordination, tax management, and ERP-based accounting.
- Solid knowledge of IFRS, Nigerian tax laws, and statutory reporting.
- Strong ERP proficiency (e.g., SAP, Oracle, Microsoft Dynamics).
- Demonstrated leadership and mentoring skills.
- Excellent analytical, communication, and organizational abilities.