

FINANCE AND ADMINISTRATION MANAGER: West Africa Hub Local recruitment in Nigeria **(Fixed Term for 5 years)**

An exciting opportunity exists for a Finance and Administration Manager to join our West Africa Hub as part of the team in Lagos, Nigeria. This position reports to the Head: West Africa Hub. If you possess the required skills, experience, and are an energetic team player interested in joining a dynamic organisation, we invite you to apply.

Key Outputs:

Coordinate the management of the annual budget

- Ensure that the budgets are managed according to Finance (Head Office) guidelines and procedures.
- Coordinate and ensure that budgets are revised according to Finance (Head Office) guidelines.
- Submit daily, monthly, and quarterly budget reports to the Hub Head and Head Office by a set deadline.
- Ensure that the West Africa Hub staff follows the SA Tourism supply chain management policy in executing the budget.
- Manage bank account access (including internet access).
- Ensure the West Africa/Nigeria office is compliant with all relevant statutory requirements, for example, tax authority, payroll regulations, and other legislative compliance requirements (Federal, Local, etc.).

Accounting

- Manage the accounting system, which includes capturing transactions in line with applicable accounting standards.
- Processing salaries, staff expense claims, and third-party pay submissions and payments.
- Tax submissions done within guidelines and set deadlines, where applicable.
- Prepare monthly financial reconciliations for all Balance Sheet accounts, including accounts payable and accounts receivable.

Manage Office Expenditure

- Ensure that all procurement for the West Africa Hub follows the SA Tourism supply chain management policy.
- Ensure that payments to vendors, outsourcers, business partners, etc., are processed 100% accurately and within contractual and regulatory deadlines.
- Ensure that staff salaries are paid 100% correctly, on time, and the relevant documentation is processed and sent to Payroll in Head Office.
- Report reasons for variances on monthly, quarterly, and annual budgets.
- Process staff expense claims in line with relevant SA Tourism policies.

Supply Chain, Asset, and Contract Management

- Ensure all purchase orders are raised in compliance with the SA Tourism Supply Chain Management policy and report instances of non-compliance.
- Ensure that all demand requirements, i.e., procurement plan, demand plan, operational cost & benchmark analysis, etc., are prepared and delivered as per business processes.
- Ensure that all assets are procured in compliance with the SA Tourism Supply Chain Management policy.
- Prepare an annual asset inventory report and submit it to the Head: West Africa Hub and Finance Execution Support Manager at the Head Office.
- Conduct an asset count twice each financial year.
- Ensure that all office assets are in good working condition and manage the maintenance where relevant.
- Ensure that the accounting for all assets, including leased assets, is conducted in compliance with applicable accounting standards and SA Tourism capital expenditure policy.
- Ensure that the stock control list of all marketing collateral is updated monthly.

- Manage suppliers in the Hub: supplier database, financial queries with suppliers in Nigeria and Ghana.

Human Capital Administration

- Manage West Africa Hub staff salary and related payments.
- Co-ordinate staff exits in compliance with Nigerian labour law and SA Tourism policies.
- Co-ordinate the reporting of IT-related problems with the relevant service provider to ensure that the West Africa Hub is fully operational.
- Co-ordinate with the Business Information Systems department in Head Office on the ICT needs of the West Africa Hub and the implementation of SA Tourism technology solutions in the Nigeria office.
- Ensure that the operation, security, and maintenance of the office facilities meet the needs of the West Africa Hub and its employees.
- Ensure that the office facilities meet the Nigerian statutory requirements, including environmental, health, and safety standards.

Qualifications and Experience

- A Bachelor's degree in Accounting/Financial Management or equivalent is essential.
- At least 4 years' experience in Accountancy/Financial Management or related field.
- Minimum 2 years' experience working on Financial Systems (Oracle proficiency preferred).
- Compliance with policies in line with relevant legislation and regulatory requirements, namely PFMA, Treasury Regulations, and Frameworks on performance information and strategic plans.
- Relevant legislation and regulatory requirements for Nigeria, where the West Africa Hub is operating, as well as relevant legislation.
- Language proficiency: English (written and verbal skills).

Knowledge and understanding of

- Performance monitoring, evaluation, and reporting frameworks, systems, and processes.
- Knowledge and understanding of financial practices and standards prescribed by regulatory authorities (South Africa and Nigeria).
- Budget and financial management experience.
- Administrative support best practice.
- Communications and information management legislative requirements.

Visit us @ www.southafrica.net

Please send your detailed CV to : tourismexecution@southafrica.net

Closing Date : 04 May 2026

Should you not have heard from us two weeks after the closing date, kindly consider your application unsuccessful.

**No late applications will be accepted.
NB. Only Nigerian-based citizens may apply
South African Tourism does not offer Work Permit sponsorship**