



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
INTERNAL & EXTERNAL
ADVERTISEMENT

Ref. IITA-HR-NRS2016-013	Position Title: Treasury Accounting Technician II (Foreign Payment)
<i>Location: Ibadan</i>	<i>Recruitment Type: National (3-year renewable contract)</i>
<i>Date Posted: 24th February 2016</i>	<i>Closing Date: 10th March 2016</i>

The International Institute of Tropical Agriculture seeks suitable Nigerian for the positions below at the Institute’s Headquarters, Ibadan.

Position	Responsibilities	Qualification and Skills
Treasury Accounting Technician II (Foreign Payment) Ref. IITA-HR-NRS2016-013C	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none"> • Handle blank cheques during working hours and also write cheques; • Keep bank book records and reconcile bank statements, and statements of accounts of Suppliers; • Initiate letters of funds transfer, give notice of remittance of funds transfer to payees and respond to enquiries on funds transfer and payments; • Assist in the reconciliation of accounts from IITA Limited (UK); collate foreign suppliers’ cheques and mailing through IITA Limited; • Respond to Internal/External Auditors’ queries on payment to suppliers; • Handle Oracle AP and GL responsibilities and carry out data entry activities; • Assist in updating cheques register; • Perform any other related duties as may be assigned 	OND in Accounting or related field with 4 years’ experience performing similar role. Competencies <ul style="list-style-type: none"> • Must be friendly, agile and hardworking. • Must be honest, trustworthy, articulate and be able to work under pressure. • Conversant with the use of Oracle Financial application.

REMUNERATION:

We offer highly competitive salary with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should forward their applications with detailed curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/care-ers> no later than Two Weeks from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must be applicant's current or previous direct Supervisor, professional colleague and evidence of current remuneration package..

IITA is an equal opportunity employer and particularly welcomes applications from female candidates.