



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

<i>Ref:</i> IITA-HR-NRS2015-045	<i>Position Title:</i> Accounting Assistant
<i>Location:</i> Ibadan	<i>Recruitment Type:</i> National (2-year renewable contract)
<i>Date Posted:</i> 17 th September 2015	<i>Closing Date:</i> 1 st October 2015

The International Institute of Tropical Agriculture seeks suitable candidates for the positions below at the Institute's Headquarters in Ibadan.

Position	Duties	Qualification, Experience and Skills
Accounting Assistant (2-Positions) 2-year renewable contract (Ibadan)	<p>Successful candidate will among other things perform the following:</p> <ul style="list-style-type: none"> • Prepare and review of financial statements; • Checking, processing and reporting on returns and justification of funds granted to IITA; • Raising journal for adjustments necessary on various accounts and loading same on oracle; • Attending to queries raised by Budget Officers on projects; • Assist in checking of Cashiers' cash balance as scheduled; • Updating, reviewing and reconciling bills receivables from donors with the total grant income of projects; • Perform all other related duties as may be assigned by the supervisor. 	<p>Qualification</p> <p>B.Sc/HND Accounting/Business Management, ICAN PE II would be an added advantage.</p> <p>Minimum of 2 years work experience in a related role of a large organization is required.</p> <p>Competencies:</p> <ul style="list-style-type: none"> • Excellent computer skills with good grasp of spreadsheets, word processing and other MS office applications with good knowledge of Oracle Applications • Be able to read and interpret MOUs from donors. • Excellent English reporting, writing and oral communication skills • Strong ability to co-ordinate, prioritise and organize workload; take initiative and work under pressure • Good team spirit and also participate as a team member in accomplishment of duties

REMUNERATION:

We offer highly competitive salary with equally attractive fringe 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/careers> 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

include either the Head of applicant's current or previous organization or applicant's direct Supervisor/Superior officer at work and evidence of current remuneration package:

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