



## **JOB OPENING ANNOUNCEMENT**

Ref:IITA-HR-NRS2017-0040	<b>Positions: Projects Accounts Officer</b>
Location: <b>Ibadan</b>	Recruitment Type: National (1-year renewable contract)
Date Posted: 19 <sup>th</sup> December 2017	Closing Date: 3rd January 2018

HarvestPlus on behalf of the International Institute of Tropical Agriculture seeks suitable Nigerian for the positions below at its country office in Ibadan.

### **Position: Project Accounts Officer**

**Contract:** 1-year renewable contract

**Location: Ibadan**

### **DUTIES**

Successful candidate will among other things perform the following duties:

#### **Financial Management and Reporting**

- Align IITA's financial report system with HarvestPlus format and ensure timely submission of quarterly and annual reports to country manager and headquarters
- Periodically review strategy, key financial activities and performance reports and take appropriate action to ensure achievement of the institution's financial objectives
- Identify risks and long-term financial implications of intended corporate projects/ initiatives, and advise management accordingly
- Manage all finance and accounting operations, including budgets forecasts, audit, payroll, accounts receivable & payable and strategic planning.
- Ensure compliance with internal control processes, adherence to donor financial regulations and ensure that all expenses are within approved project budget lines.
- Develop and prepare accurate and timely monthly financial reports and prepare ad hoc reports as needed for budgeting and planning purposes
- Ensure account receivables and payables activities are performed accurately and timely
- Provide quality control checks ensuring that all valid financial transactions are entered correctly into the relevant accounting systems including the QuickBooks
- Ensure financial records are kept in accordance with generally accepted auditing standards and readily available for internal/external reviewers and follow-up on internal/external audit findings
- Oversee filing of electronic and hard copies of the financial documents and reports and maintenance of payment records of all invoices received
- Work with visiting scientists/experts to process transfer of funds and prepare reports of expenditure for special projects
- Provide support to contracted partners and state teams in financial management and reporting
- Interact with staff to provide support to planning initiatives through financial and management information analyses, reports, and recommendations

- Maintain confidentiality on project/staff/partner/vendor finances and observe financial protection guidelines

### **Budgeting and Budget management**

- Design systems, procedures and reporting necessary to maintain on current basis accurate forecasts of cash requirements for meeting future spending
- Prepare and submit budget using past financial trends and forecast to Country manager for approval
- Lead the costing exercise of the annual work plan based on approved funding and previous years expenditure
- Track monthly expenditure against forecasts and work plan budget, informing management on substantial deviation from approved work plan.
- Support the development of partners contract and collate mid and year-end financial reports for performance assessment and record keeping
- Ensure that appropriate balances are maintained to facilitate smooth project implementation
- Prepare monthly budget controls and periodic progress reports to head office
- Perform other related tasks to be assigned by Supervisor.

### **QUALIFICATION:**

- BSc/HND in Accounting or Financial Management with five (5) years relevant experience performing similar role in a well-structured organization. Possession of ACA or ACCA, CFA is highly essential.

### **COMPETENCIES:**

The ideal candidate must have:

- Good Understanding of accounting principles, practices and procedure
- Experience in finance and administration, budget development and management
- Good knowledge in the use of financial management tools /software including QuickBooks, use of Microsoft Word, PowerPoint, Outlook applications etc
- High degree of motivation, initiative, independence, reliability, adaptability, and professional maturity
- Excellent oral and written communication, interpersonal, presentation, social skills.

### **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 complete the online application attaching detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/about/jobs/> 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 the 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.***