



Program Accountant (Ref: DDG-P4D/TAAT/PA/12/17)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Program Accountant**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

The Technologies for African Agricultural Transformation (TAAT) is a program initiated by the African Development Bank (AfDB) as part of its Feed Africa Initiative. The main objective of the program is to improve the business of agriculture across Africa by raising agricultural productivity, mitigating risks and promoting diversification and processing in 18 agricultural value chains within 8 Priority Intervention Areas. The program will be implemented by IITA in close collaboration with other CGIAR Centers, FARA, AGRA, national agricultural research and extension systems and private sector partners. It will involve close partnership between the AfDB and other developmental partners such as the World Bank, BMGF, USAID and others. This position shall be part of the Program Management Unit (PMU) team.

The PMU will oversee day-to-day implementation of project fiduciary and administrative activities; organize the transfer of project resources to the institutions leading the commodity value chains; coordinate the compilation and review of reports from value chains and enablers for submission to the Bank; and elaborate/implement administrative and financial management guidelines/template to be used across.

Position Responsibilities

The tasks of the Program Accountant will include:

Main Responsibility

The financial management system of the TAAT program must be capable of (i) correctly and completely recording all transactions and balances relating to the program; (ii) facilitating the preparation of regular, timely and reliable financial statements; (iii) safeguarding the program's assets; and (iv) being subjected to auditing arrangements acceptable to the Bank. The Program Financial Management Team shall be responsible for all financial management aspects of the program.

Specific Duties and Responsibilities

Within the Financial Management team, the Program Accountant shall specifically be responsible for:

- Supporting the Financial Management Specialist (FMS) to maintain a proper system of financial management ensuring availability, accuracy and completeness of all accounting records and documentation and information pertaining to all program transactions at all material times throughout program implementation.
- Drafting the annual program budgets and work plans under the direction of the FMS.
- Drafting the periodic and annual program financial reports, under the direction of the FMS.
- Preparing and following-up timely approval of disbursement requests to AfDB.
- Ensuring that all supporting documents used in request for funds replenishments from the AfDB as well as documents used to make payments for program activities, goods, and services are securely filed and accessible.

- Contributing to the drafting of the program's Financial Procedures Manual (FPM), and ensuring the FPM is current and updated for changes during implementation.
- Preparing the periodic/monthly Bank Reconciliation statements for all bank Accounts.
- Providing support to Implementing Partners staff, internal auditors, Bank authorized persons including external auditors and Bank staff, and giving them unfettered access to information, records of accounts, documents and any other relevant financial data relating to program implementation.
- Maintaining the program fixed asset register in form and substance acceptable to IITA and the Bank.
- Maintaining custody of petty cash and related documents.
- Carrying out any other duties as may be assigned from time to time by the Project FMS.

Educational Qualifications and Experience

- Bachelor's or an Advanced degree in finance and/or accounting or its equivalent.
- Possess a professional Accounting and/ or Auditing qualification such as ACCA, CIMA, CA or equivalents.

Core Competencies

- Have at least 6 years relevant work experience. Prior work with donor funded projects will be a distinct advantage.
- Possess general computer literacy, with practical knowledge of Microsoft Office (especially Word & Excel). Knowledge and proficiency of the Oracle accounting software in use by the program would be a distinct advantage.
- Be a good team player, with fluency in English and excellent communication and analytical skills.
- Ability to work with minimum supervision and able to meet strict deadlines.

Duty Station: Ibadan, Nigeria

General information: The contract will be for an initial period of three years. IITA offers internationally competitive remuneration package paid in U.S. Dollars.

Applications: Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

Closing Date: 20th January 2018

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

Please note that only shortlisted candidates will be contacted.