



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
JOB OPENING ANNOUNCEMENT

Ref:IITA-HR-NRS2018-0016	Position: <ul style="list-style-type: none">• Accounting Technician I
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 17 th May 2018	Closing Date: 31 st May 2018

The International Institute of Tropical Agriculture seeks suitable Nigerian for the position below at the Institute's Headquarter in Ibadan:

Position: Accounting Technician I

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Process cash and travel advances in line with IITA policy;
- Assist in the online calculations of local per diem for NRS;
- Process cash and travel reimbursements;
- Create AP prepayment invoices for cash and travel advances;
- Release AP invoices encumbrances;
- Attend to travel and claims enquires;
- Any other duties as may be assigned by the supervisor.

QUALIFICATION:

ND in Accounting or related field with minimum of three (3) years' experience performing similar role.

COMPETENCIES:

- Must be honest, trustworthy, articulate and be able to work under pressure.
- Must be 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 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.