



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

Ref:IITA-HR-NRS2018-0026	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Accounting Assistant II</b></li></ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 27 <sup>th</sup> August 2018	Closing Date: 10 <sup>th</sup> September 2018

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

**Position:**        **Accounting Assistant II**

**Contract:**        3-year renewable contract

**Location:** **Ibadan**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Prepare and review of financial statements;
- Check, process and report on returns and justification of funds granted to IITA;
- Raise journal for adjustments where necessary on various accounts and loading same on oracle;
- Attend to queries raised by Budget Officers on projects;
- Assist in checking of Cashiers' cash balance as scheduled;
- Update, review and reconcile bills receivables from donors with the total grant income of projects;
- Prepare station imprest on regular basis;
- Develop, maintain and analyze budget;
- Prepare periodic accounting report;
- Contribute to team efforts by accomplishing related result as needed;
- Perform all other related duties as may be assigned by the supervisor

**QUALIFICATION:**

BSc/HND Accounting or Business Management, PE II ICAN. Possession of ACA or ACCA would be an added advantage. The ideal candidate must have a minimum of three (3) years work experience in a related role of a large organization.

**COMPETENCIES:**

The ideal candidate must:

- Be honest, trustworthy and hard working
- Be friendly and be a team player.
- Be able to read and interpret MOUs from donor.

- Be willing to work for long hours as the need arises, articulate and able to work with less supervision.

**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.***