



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

Ref: IITA-HR-NRS2019-013	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Accounting Technician</b></li></ul>
Location: ABUAD (Ado-Ekiti)	Recruitment Type: National (1-year renewable contract)
Date Posted: 12 <sup>th</sup> April 2019	Closing Date: 26 <sup>th</sup> April 2019

IITA on behalf of Afe Babalola University (ABUAD) is currently in search of suitable applicants for the vacant position below at its office in Ado-Ekiti):

**Position: Accounting Technician**

**Contract:** 1-year renewable contract

**Location: ABUAD (Ado-Ekiti)**

**DUTIES:**

Successful candidate will among other things perform the following duties:

- Process expense claim and process cash imprest;
- Assist in handling blank cheques during working hours and also write cheques;
- Keep bank book records, reconcile bank statement and statement of accounts of suppliers;
- Assist in initiating letters of fund transfer, give notice of remittance of fund transfer to payees and respond to enquiries on fund transfer and payments;
- Assist in reconciliation of accounts from IITA and AfricaRice;
- Respond to Internal/External Auditors' queries on payment to suppliers;
- Handle Oracle AP and GL responsibilities and carry out data entry activities;
- Assist in updating cheques register;
- Perform any other duties as may be assigned by the supervisor.

**QUALIFICATION:**

OND in Accounting or related field with minimum of (2) years' experience performing similar or related roles.

**COMPETENCIES:**

The ideal candidate must:

- Be agile and hardworking.
- Be honest, trustworthy and articulate and able to work under pressure.
- Be conversant with the use of Oracle and other financial applications.

**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.***