



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

Ref: IITA-HR-NRS2019-018	Position: <ul style="list-style-type: none">• Advance and Claims Officer
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 10 th June 2019	Closing Date: 24 th June 2019

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

Position: Advance and Claims Officer

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Reconciliation of on-campus imprest account and processing of expense claims for staff in headquarters and stations;
- Review queries from Budget Officers concerning wrong coding of expenses and responding/adjusting as appropriate;
- Prepare journals on ADI and reconciliation of Cash/Travel advance account for HQ and Stations;
- Follow-up on retirement of advances for HQ and stations;
- Creation of invoices for advances and supervise keying-in of expense claim;
- Supervise processing of chargeback and expense claims;
- Processing of travel and cash advances to all staff;
- Conduct period checks on cashier cash balances and cheques;
- Releasing of advances encumbrances;
- Identify and journalize exchange rate differences in advance accounts;
- Processing of non-advance related claims;
- Review and process training/workshop budget request;
- Attend to staff on matters on PA (Personal Account) deductions;
- Assist staff on per diem calculations and claims computations;
- Participate in per diem and other related policy review;

- Perform other duties as may be assigned by the supervisor from time to time.

QUALIFICATION:

B.Sc./HND in Accounting or related field from an accredited institution with ICAN PE II. The ideal candidate must have a minimum of five (5) years' experience performing related roles in a large organization.

COMPETENCIES:

The ideal candidate must:

- Have strong analytical mind.
- Have good working knowledge of computer applications especially Oracle Application.
- Have a pleasant personality, good team player and honest.
- Have good command of English both written and oral.

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://jobs.iita.org/erecruit/> 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.