



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

Ref: IITA-HR-NRS2019-019	Position: <ul style="list-style-type: none">• Imprest Reconciliation Officer
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 19 th June 2019	Closing Date: 3 rd July 2019

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

Position: Imprest Reconciliation Officer

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

Successful candidate will among other things perform the following duties:

- Assist the Project Accountant in overseeing IITA Station’s accounts.
- Carryout review and upload of stations’ transactions into Oracle, calculation of reimbursement amount on imprest account and writing out of payment instructions;
- Ensure processing payments and transfer of funds to partners, collaborators and IITA Stations;
- Preparing Year-end audit schedules on imprest and challenge project;
- Carryout monthly preparation of imprest schedule for management accounts.
- Prepare periodic financial statements to donors;
- Perform any other duties as may be assigned from time to time by the supervisor.

QUALIFICATION:

B.Sc./HND in Accounting or related field from an accredited institution with ACA/ACCA. The ideal candidate must have a minimum of five (5) years’ experience performing related roles.

COMPETENCIES:

- 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.