



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

Ref: IITA-HR-NRS2019-042	Position: <ul style="list-style-type: none">• Accounting Assistant II
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 23 rd December 2019	Closing Date: 3 rd January 2020

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's Headquarters 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, ICAN skill level would be an added advantage. The ideal candidate must have a minimum of three (3) years' related 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://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.