



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
STAFF COOPERATIVE SOCIETY IBADAN**

Location: Ibadan	Position:
	• Assistant Coop-Administrator
	Recruitment Type: National (2-year renewable contract)
Date Posted: 4 th February 2020	Closing Date: 18 th February 2020

The **Staff Cooperative Society** at the International Institute of Tropical Agriculture seeks suitable candidates for the following positions at the society’s office in IITA campus Ibadan.

Position: Assistant Coop-Administrator

Contract: 2-year renewable contract

Location: Ibadan

DUTIES

Under the supervision of the Executives, the successful candidate will among other things perform the following duties:

- Prepare monthly deduction schedule for Payroll Unit use;
- Prepare monthly Bank and Personal Account with IITA (PA) reconciliation statements;
- Assist the Administrator in the day-to-day management of society operations;
- Upload transactions into the accounting system;
- Attend to queries from Cooperative members, Internal and External Auditors;
- Provide schedule balances of figures in the management accounts to auditors during audit exercises;
- Perform daily call-up review of members' transactions, records, and balances in respect of the previous day’s activities and provision of a report on the same to the Administrator;
- Provide support to Administrator in generating timely relevant reports needed for decision making in activities of the society;
- Perform any other duties as may be assigned by the Executives.

QUALIFICATION:

BSc/HND Cooperative Studies and Management, 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’ experience in a related role.

COMPETENCIES:

The ideal candidate must have:

- Excellent computer skills in the use of financial applications (Oracle or Peachtree, QuickBooks or other accounting software)

- Excellent interpersonal skills with advanced written and verbal communication skills;
- Ability to multi-task and excellent team working skills with less supervision.

REMUNERATION:

The society offer highly competitive salary obtainable in other departmental cooperatives with fringe 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.

Please note that only shortlisted candidates will be contacted.