



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

Ref: IITA-HR-NRS2020-016	Position: <ul style="list-style-type: none">• Project Accountant
Location: Ibadan	Recruitment Type: National (2-year renewable contract)
Date Posted: 23 rd June 2020	Closing Date: 7 th July 2020

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

Position: Project Accountant

Contract: 2-year renewable contract

Location: Ibadan

DUTIES:

- Prepare statements of expenditures (SOE) as required by the donor for justification and reporting.
- Liaise with all project partners to obtain required information (work plans) in time, check for completeness, accuracy and allowability of the expenses before finalizing the sub agreements in close working relationship with PDAU and IITA finance team to effect payment.
- Prepare payment, petty cash payment, journals, and other vouchers etc. and ensure that these are posted into general and other account ledgers.
- Maintain advances and asset registers and keep store accounts books to provide control to project store.
- Work with other team members and contributing to the preparation of funding proposals and annual financial reports for submission to the donor.
- Monitor the processing of cash/travel advances, expense claims and reimbursements by project staff.
- Participate in financial operations including revenue and expenditure trends analysis and financial commitments.
- Analyse financial information with recommendations to project leader and develop efficient use of resources and procedures.
- Create solutions to operational and financial issues/challenges, monitor funds status and the amounts transferred by donor to centre account.
- Perform any their duties as may be assigned by the supervisor.

QUALIFICATION:

Master's in accounting, Financial Management, or related field with five (5) years' experience performing same role in a structured organization. Possession of ACA or ACCA is an added advantage.

COMPETENCIES:

The ideal candidate must:

- Be able to demonstrate proficient level of professional skill and knowledge in accounting and use applicable information technology to meet work needs.
- Have ability to create financial report and presentation.
- Have ability to monitor progress of project and investigate variance of project costs.
- Have ability to use effective approaches in developing appropriate solutions and conclusion.
- Have good communication and interpersonal skills.

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 is committed to building a diverse workforce. While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.