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

**Position:** Project Accountant

**Contract:** 3-year renewable contract

**Location:** Ibadan

**DUTIES:**

- Ensure periodic preparation, analysis and coordination of Financial Reports to donors;
- Carry out setting up of budgets, budgetary control and monitoring;
- Attend to queries from Project Investigators and donors on regular basis;
- Carry out account receivable setup, update, invoice generation, fund capturing and acknowledgement;
- Monitor project receivables and donor funds to center accounts;
- Carry out setting up of projects accounts cost centers/files;
- Ensure preparation of monthly and yearly Management report on audit;
- Provide administrative support to Project Accounts Unit;
- Liaise with Project Development and Administrative Unit, Project Coordinators/Scientists in ensuring absolute compliance on project-related issues with IITA policies;
- Ensure monthly reconciliation of imprest accounts to general ledger;
- Strictly ensure compliance with contractual requirements of donors, e.g. reporting due dates.
- Provide supervisory role to subordinates within Finance Directorate;
- Perform other accounting/administrative duties as may be assigned by the Project Finance Manager/Financial Controller and Director of Finance from time to time.

**QUALIFICATION:**

MSc/MBA in Accounting or related field from an accredited institution with ACA/ACCA. The ideal candidate must have a minimum of ten (10) years’ experience performing related roles.
COMPETENCIES:

The ideal candidate must:

• Have strong analytical mind, very good with computer application especially Oracle Apps.
• Have pleasant personality and must be a good team player.
• Have good communication 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/erecrui 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.*