



## **Finance Officer (Ref. No: FD/FO/CAH/12/20)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Finance Officer**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

The Finance Officer shall support the Head of Finance and Administration-Central Africa Hub (CAH) to oversee and ensure compliance, efficiency and effectiveness of financial operations within IITA CAH stations. This position reports to Head of Finance and Administration - CAH.

### **Position Responsibilities**

- Provide support to the Hub Head of Finance and Administration (HFA-CAH) to streamline financial policies and procedures in IITA CAH stations.
- Working with HFA-CAH, provide monthly updates to the Hub Director and monitor budgets for projects implemented within CAH.
- Support station administrators to monitor administrative and cost recovery cost centres.
- Participate in review of donor financial reports for projects as requested.
- Conduct regular checks and ensure accounts staff in CAH comply with financial guidelines and procedures of the Institute.
- Work with the HFA-CAH to identify training needs, and organize in-house training of accounting personnel and other staff on accounting controls and procedures, budget monitoring, etc.
- Participate in coordination of audit activities and other assurance and follow up on implementation of audit recommendations in close consultation with HFA-CAH.
- Review monthly reconciliation of bank accounts DRC Station/field offices and flag any inconsistencies.
- Support the HFA-CAH to provide technical support and back stopping to all accounting staff in the CAH station and field offices.
- Perform other job-related duties as may be assigned by the supervisor.

### **Educational Qualifications**

- Master's degree in Financial management, accounting, business administration or related field.
- Full certification in professional accounting qualification - CPA or ACCA.

### **Core Competencies**

- More than five year's International Organization experience in accounting and financial management position.
- Understanding of, and demonstrated experience with, financial accounting principles, processes, systems and internal controls not-for-profit organizations.
- Experience in auditing and systems review.
- Staff management experience and abilities that are conducive for a learning environment.

- High level of proficiency working with MS Office (Excel advanced level), Word and accounting packages, ERPs Proficiency with Excel as a tool for data input, reporting, review, and analysis.
- Working knowledge of French is an added advantage.
- Excellent interpersonal skills.
- Must be able to work independently with minimal supervision, but also participate as a team member in accomplishment of duties.
- Possess excellent interpersonal and communication skills, good judgment and a high level of respect for confidentiality.
- Strong ability to co-ordinate, prioritize and organize workload; take initiative and work under pressure.
- Highly effective planning, organizational and multi-tasking skills with a positive attitude and strong administrative service orientation.
- Strong work relationship management abilities. Ability to work collaboratively.
- Commitment to IITA's mission and core values.

**Duty Station:** Kinshasa, DR Congo.

**General information:** The contract will be for an initial period of three years. IITA offers an internationally competitive remuneration package paid in US Dollars.

**Applications:** Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

**Closing Date:** 15<sup>th</sup> December 2020

**IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.**

*While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.*