JOB OPENING ANNOUNCEMENT

Ref: IITA-HR-NRS2021-003

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<th>Position:</th>
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<td>• Finance Manager</td>
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<th>Location: Ibadan</th>
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<td>Recruitment Type: National (2-year renewable contract)</td>
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<td>Date Posted: 2 February 2021</td>
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The International Institute of Tropical Agriculture, on behalf of HarvestPlus, seeks suitable Nigerian for the position below at its country office in Ibadan:

**Position: Finance Manager**

**Contract:** 2-year renewable contract

**Location:** Ibadan

**DUTIES**

Successful candidate will among other things perform the following duties:

- Implement financial and budgeting policies and procedures that meet HarvestPlus Program needs and corporate and donor requirements.
- Understand HarvestPlus/IFPRI’s financial tools, systems, and policies and oversee their application and implementation for the Nigeria country office.
- Align IITA’s financial report system with HarvestPlus format and ensure timely completion of month-end and year-end accounting closes, with appropriate supporting documentation for all accounting transactions uploaded to IITA and HarvestPlus/IFPRI’s accounting system.
- Lead and continuously develop and strengthen the field office finance and accounting team. Organize the orientation and provision of continuous training/skills building for all relevant field staff on financial policies and procedures, and finance, accounting, & project management.
- Advise and communicate with the Country Manager on project financial status, availability of funds for project activities, and other financial and compliance-related matters.
- Liaise continuously with the Headquarters Finance team to ensure the highest level of compliance with HarvestPlus/IFPRI’s policies, regulations, and procedures.
- Provide a leadership role in ensuring strict compliance with specific project rules, regulations & contract terms.
- Ensure clear separation of duties, transparency, accountability, and compliance in line with HarvestPlus/IFPRI’s policies and procedures and host government (Nigeria) laws.
• Work in close collaboration with field-based Technical Leads and other technical staff to develop a culture of budget and financial management that is commensurate with the ambitions of HarvestPlus Nigeria Country projects.
• Maintain financial reporting and tracking systems providing data measurements on the financial performance of project objectives and activities.
• Develop and prepare timely monthly, quarterly, and annual financial reporting and accurate financial projections throughout the fiscal year. Develop, analyze and monitor program budgets’ spending.
• Collaborate with project leadership to identify resources to help the program meet its goals, deliverables, and milestones.
• Provide on-going financial administrative oversight to the project, including approval of financial transactions (payroll, vendor invoices, vouchers, etc.), and client invoices.
• Monitor financial transactions, ensure accountability and transparency and assess unusual transactions.
• Work with the Country Manager and Home Office management to support statutory audits, client audits, and financial control reviews.
• Identify risks and long-term financial implications of intended projects/initiatives and advises management accordingly.
• Manage the day-to-day financial activities of HarvestPlus Solutions Nigeria office, which include but are not limited to the coding of transactions, monthly reconciliations, month-end close, year-end close, audits, and all required filings (taxes, etc.) with the Government of Nigeria;

QUALIFICATION:

Master’s degree in Business Administration, Finance, Accounting, or other relevant field with minimum of seven (7) years’ experience in a managerial role position in the public or private sector.

COMPETENCIES:

The ideal candidate must:

• Be able to demonstrate knowledge, skills, and/or experience in accounting, financial planning, and other management support areas, as required.
• Be able to demonstrate skills, abilities, and experience to manage a program of similar magnitude and complexity, including those funded by USAID; work collaboratively across technical disciplines.
• Be able to communicate fluently both oral and written.
• Have proven supervisory experience in design and implementation of training/capacity building for finance and accounting staff.
• Be able to demonstrate leadership qualities with a depth and breadth of expertise in financial management.
• Have ability to work independently and manage a high-volume workflow.
• Have ability to travel to program locations within Nigeria, as required.
• Have good communication skills
• Prior experience in setting up new NGOs in Nigeria.

**RENUMERATION:**

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](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, particularly welcoming applications from women. While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.*