



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

Ref: IITA-HR-NRS2020-020	<b>Position:</b> <ul style="list-style-type: none"><li>• <b>Accounting Assistant</b></li></ul>
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 8 <sup>th</sup> July 2020	Closing Date: 22 <sup>nd</sup> July 2020

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

**Position: Accounting Assistant**

**Contract:** 3-year renewable contract

**Location: Ibadan**

**DUTIES:**

- Handle cheques and local payments;
- Respond to queries on fund transfer and payment;
- Reconcile statement of account of suppliers and key transactions into Oracle;
- Reconcile statement of account from IITA-Limited and assist the Finance Manager in Bank reconciliation.
- Relieve the treasury officer and senior cashier when on leave;
- Initiate local fund transfer, respond to queries on local transfer and payments;
- Reconcile local creditors/suppliers account;
- Reconcile Account Payable Accrual-Employee Account (Local) and Stale Dated Cheque Accounts;
- Perform any their duties as may be assigned from time to time by the Supervisor.

**QUALIFICATION:**

BSc/HND in Accounting/Banking and Finance major or skill level (former ICAN PEII), with three (3) years' experience performing same role especially in a related working environment.

**COMPETENCIES:**

The ideal candidate must:

- Have strong analytical mind, very good with computer application especially Oracle Apps.
- Have very pleasant personality, good team player and be honest.
- Have good command of English both written and oral.

**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.***