



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
SHORT-TERM CONTRACT VACANCY ADVERTISEMENT**

Ref: STS2022-010	Position: <ul style="list-style-type: none">• Accounts Assistant
Location: Yola	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 22 June 2022	Closing Date: 29 June 2022

The International Institute of Tropical Agriculture seeks suitable applicants for the positions below at the Institute's project location in Yola:

Position: Accounts Assistant

Duration: 6 months

Location: Yola

DUTIES:

- Assist the Activity Accounting Officer to manage the Activity's accounting system and reporting process, ensuring completeness of ledgers and all supporting documentation and compliance with IITA and Donors' finance and procurement regulations.
- Prepare payment schedules for payments from the Activity's Imprest account as well as payments from the HQ Finance Directorate.
- Ensure Expenses are authorized and processed in accordance with agreed procedures for both IITA and donors.
- Prepare petty cash payments, journals and vouchers and ensuring these are posted into the general and other account ledgers.
- Process advances and claims for payment and maintaining cash advances register for follow up on the reimbursement of advances, accounting for Activity payables and receivables.
- Maintaining accounting records, ensuring they are complete, accurate, well archived and safeguarded.
- Prepare invoices and chargeback statements for services provided to individuals or other institutions and partners.

- Prepare statement of expenditure (SOE) as required by the donor for justification of advances, direct payments, and replenishment of accounts.
- Monitor the processing of program cash/travel advances, expense claims and reimbursements by activity staff.
- Respond to account inquiries and provide prompt feedback to users.
- File and keep activity's accounting supporting documents and records.
- Track and monitor resource needs and other material needs for carrying out financial tasks.
- Assist in the organization and management of internal and external audits and compliance checks.
- Perform any other job-related task as may be assigned by the Supervisor.

QUALIFICATION:

BSc/HND in Accounting, Finance, Economics, Business Administration, or related field with a minimum of one (1) years' experience performing similar or related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have excellent computer skills with good grasp and knowledge of spreadsheets, word processing and other MS office applications. Good knowledge of Oracle Applications will be an added advantage.
- Have excellent interpersonal skills and the ability to work in a team-oriented multicultural environment.
- Have Proficiency in English language with excellent writing, communication, and presentation skills.
- Be a fast learner and pay attention to details.
- Have personal integrity and ability to maintain confidentiality.

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 One Week 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