



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-003	Position: <ul style="list-style-type: none">• Accounting Assistant II
Location: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 23 January 2023	Closing Date: 6 February 2023

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

Position: Accounting Assistant II

Contract: 3-year renewable contract

Location: Ibadan

DUTIES:

- Prepare and review financial statements.
- Attend to queries raised by Budget Officers on projects.
- Develop, maintain and analyse budgets.
- Prepare stations' imprest on regular basis.
- Raise journals for adjustments where necessary on various accounts and loading same on Oracle.
- Support the institute's annual audit with relevant schedules and respond to audit queries.
- Prepare promptly month end budget monitoring report.
- Perform any other job-related task as may be assigned by the supervisor.

QUALIFICATION:

BSc/HND in Accounting, Finance, Economics or any other related field with a minimum of four (4) years' experience performing a similar or related role in a well-structured organization.

COMPETENCIES:

The ideal candidate must:

- Have excellent communication skills (writing, reading, oral).

- Have a strong analytical mind.
- Be very good with computer applications, especially Oracle.
- Be a good team player, and honest.
- Have a very pleasant personality.

REMUNERATION:

We offer highly competitive salaries with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should complete the online application by attaching a 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 note that only shortlisted candidates will be contacted.