



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2023-015	Position: <ul style="list-style-type: none">• Accounts and Treasury Officer
Location: Kano	Recruitment Type: National (3-year renewable contract)
Date Posted: 28 March 2023	Closing Date: 7 April 2023

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

Position: Account and Treasury Officer

Contract: 3-year renewable contract

Location: Kano

DUTIES:

- Process advances and claims for payment and maintain the cash advance register for follow up on the reimbursement of the advances.
- Ensure costs are correctly entered into template for advance retirements.
- Verify and review calculations on receipt and claims form.
- Assign accounting codes to each transaction before carrying out posting of transactions.
- Check accounting records for accuracy and correctness as necessary.
- Enforce proper internal control in the stations finance unit.
- Account for IITA Kano station expenditure and receivables.
- Prepare invoice and charge back statements for services provided to individuals or other institutions and partners.
- Ensure the preparation of station imprest.
- Reconcile statement of all station bank accounts.
- Produce station cash certificate.
- Provide support to the assets and inventory clerk in handling assets inventory and disposal.
- Respond to account inquiries and provide prompt feedback to users.
- Fill and keep IITA Kano accounting supporting documents and records.
- Perform any other job-related task as may be assigned by the Supervisor.

QUALIFICATION:

BSc/HND in Finance, Accounting or any related field with a minimum of five (5) years' experience performing similar role in a well-structured environment, possession of ICAN/ACCA would be an added advantage.

COMPETENCIES:

The ideal candidate must:

- Have strong analytical mind, with hands-on experience in any major ERP/ computer application e.g. Oracle application.
- Have excellent MS Office competence.
- Have a very pleasant personality, good team player, honest and good command of both written and oral English.

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 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.