



INTERNAL & EXTERNAL ADVERTISEMENT

Ref: IITA-HR-NRS2022-021	Position: <ul style="list-style-type: none">• Administrative and Finance Assistant
Location: Abuja	Recruitment Type: National (3-year renewable contract)
Date Posted: 20 October 2022	Closing Date: 3 November 2022

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

Position: Administrative and Finance Assistant

Contract: 3-year renewable contract

Location: Abuja

DUTIES:

- Support first-level analysis of the financial operations of the station and ensure timely delivery of financial reports, including cash and bank management, and other aspects of the station's financial management.
- Prepare, examine and analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develop financial controls, analysis on station budgets, make recommendations on budget expenditures, and monitor the expenditures.
- Prepare payment vouchers, pay advice, petty cash, handle blank Cheques during working hours and write cheques.
- Maintain advances and assets registers for the station.
- Handle oracle AP and GL responsibilities and carry out data entry activities.
- Keep books of prime entries and reconcile statements of accounts of suppliers.
- Respond to queries from suppliers and service providers.
- Organize and maintain files on financial transactions and make them available to stakeholders on request.
- Provide linkage with procurement processes in the station.
- Assist in supervising the drivers and making travel arrangements for staff.
- Ensure availability of office stationery and equipment.
- Perform any other job-related task as may be assigned by the supervisor.

QUALIFICATION:

BSc/HND in Accounting, Finance, Economics, Business Administration or any other related field with a minimum of three (3) years' experience performing a similar or related role in a well-structured organization. Possession of professional qualification would be an added advantage.

COMPETENCIES:

The ideal candidate must:

- Have the ability to use basic Microsoft software (word, excel, PowerPoint).
- Have good communication skills (writing, reading, and speaking).
- Have knowledge of accounting software, especially oracle ERP and other ERPs.

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.