

Recherche : un.e Assistant (e) administratif (ve) et financier (ère) bilingue /EQUITE AVSF au Ghana

Agronomes et Vétérinaires Sans Frontières (AVSF) is a professional association of international solidarity recognized as being of public utility. Since 1977, it has worked to support peasant agriculture in Africa, Asia and South America. AVSF supports peasant communities in promoting agroecological transitions in order to address food insecurity and the economic vulnerability of rural families. The association also contributes to the consolidation of producer organizations and their increasing participation in local and export sectors (fair trade, organic and quality sectors), thus ensuring fairer remuneration and a significant improvement in the living conditions of peasant families. For more information, visit: www.avsf.org.

1. THE EQUITY PROGRAM

The EQUITY program aims to contribute to the sustainable economic development of five low-income countries (Côte d'Ivoire, Burkina Faso, Mali, Ghana and Togo) by supporting the development of fair trade sectors, mainly in the cocoa, shea, cashew nut, fruit and crafts sectors.

The activities carried out consisted of supporting projects designed and implemented by producer organizations, aimed at strengthening their production, processing and marketing capacities, with a view to sustainably strengthening sectors and organizations on economic and environmental levels.

The programme also supported the consolidation of five national fair trade platforms: the Ivorian Fair Trade Network, the Fair Trade Ghana Network, the Fair Trade College in Mali, the National Fair Trade Platform in Burkina Faso, the National Fair Trade Platform of Togo and the National Fair Trade Platform of Benin, which brings together more than 125 member organisations representing more than 124,000 producers.

The support of the program has enabled these platforms to implement training, advocacy and fair trade visibility activities, such as the National Fair Trade Days, essential for the sustainable strengthening of certified sectors and organizations.

To ensure the administrative and financial management of the program in Ghana, AVSF is recruiting an administrative and financial assistant.

2. DETAILED DESCRIPTION OF THE MISSIONS

Under the supervision of the Administrative and Financial Manager, the Administrative and Financial Assistant based in Ghana, will manage all financial, contractual and legal aspects of the project. This includes participation in tenders (public contracts for works, supplies and services), preparation of contracts, payments, audits, recovery orders and management of bank guarantees. Specific responsibilities include:

Financial and budgetary management:

- Ensure the budgetary management of the project, ensure the eligibility of expenses in accordance with the financial rules of the grant contract and keep all supporting documents in accordance with the accounting procedures in force,
- Develop and monitor the annual budget and funding requests,
- Prepare financial reports and manage cash flow,
- Manage funding (allocation, fundraising and co-financing),
- Organize project audits,

Accounting :

- Ensure accounting management (general and analytical) and guarantee the reliability of accounting information by respecting internal and external procedures,
- Control monthly accounting, carry out integration and annual closing,
- Participate in the development of budgets for new projects,

Administrative management:

- Manage the obligations and contracts binding AVSF to its partners, and maintain relations with the institutions concerned (administrations, banks, insurance companies, etc.),
- Participate in the animation, monitoring, technical support and training of administrative staff and partners on the various projects,
- Coordinate administrative activities,

Human resources:

- Contribute to the definition and implementation of an HR policy (salary scale, internal regulations, training policy, etc.),
- Administratively manage the project's human resources (contracts, social and tax declarations, payroll, absences, etc.),

Internal control:

- Ensure the implementation and monitoring of internal project control: dissemination and compliance with procedures, commitment of expenditure, security of funds, organization of accounting controls, etc. ,

Logistics :

- Supervise the logistical management of the project: management of premises, equipment and supplies.

Strategy and cooperation:

- Participate in defining AVSF's strategic cooperation orientations and ensure their consistency with financial opportunities or constraints,
- Contribute to the analyses necessary for the selection and contractualization with new partners,

Community involvement:

- Actively participate in AVSF actions and community life.

CANDIDATE PROFILE:

- Diploma (Bac+5) in accounting, administrative and financial management,
- Be a national of an ECOWAS member country;
- At least seven (5) years of relevant experience in the relevant business areas (finance and accounting),
- Preferably at least five (05) years of experience as head of financial and accounting management of projects in an international non-governmental organization,
- Proven experience in the financial and accounting management of development projects financed by the French development agency would be an asset.
- Proficiency in conventional IT tools (Word, Excel, Powerpoint, etc.) and accounting software is required.

SKILLS:

- Ability to write and communicate clearly and precisely, good organizational skills, analysis, identification of priorities and proposal of solutions.
- Perfect oral and written command of French and English is mandatory.
- Ability to manage tasks under stress and teamwork spirit, as well as rigor and organizational skills are essential.

PERSONAL QUALITIES

- Creativity, initiative, autonomy, sense of responsibility, rigor, ethics are essential qualities for this position.
- Availability for field missions and flexible hours, in particular presence required during the office hours at the end of December for the closing of accounts.
- Good ability to develop in an international multicultural environment.

Interested candidates should send a CV of maximum 3 pages as well as a cover letter, which will mention 3 references + copy of diplomas and certificates, as soon as possible and **before November 30, 2024** only by e-mail to recrutementavsfci@gmail.com mentioning as subject “**Administrative and Financial Assistant of the Equity Program**” in Ghana.