



AS PART OF ITS ACTIVITIES IN LIBERIA, APDRA PISCICULTURE PAYSANNE IS LOOKING FOR HIS / HER:

Finance Assistant

“FishLib Project”

Gbarnga–Liberia

Volontariat de Solidarité Internationale (VSI)

PRESENTATION OF APDRA

APDRA is a Non-profit organization recognized of general interest, founded in 1996. The NGO supports fish farming in southern countries and raises awareness among northern stakeholders about the challenges involved by this activity for family farming development.

APDRA promotes a commercial family fish farming integrated into the local agricultural, environmental and socioeconomic dynamic while strengthening food security, increasing and diversifying family farms' resources, and supporting the professional organizations leading rural world. The association is committed to 4 main issues: fish farming techniques, professional structuration, training and research-development.

BRIEF DESCRIPTION OF THE PROJECT

The project « Enhancing smallholder fish farming through agro-ecological intensification and integration into inclusive commercial value chain in Liberia » (FishLib Project), funded by the European Union, started in december 2019 for 4 years and will be carried out by APDRA and Catalyst in the counties of Bong, Lofa and Nimba. It includes three components:

1. Support to fish farming development through small holders farmers and SMEs', awareness raising and training
2. Structuration of farmed fish value chain through skills consolidation and communication among stakeholders
3. Improve communication and partnership between governments, the private sector and the civil society in order to develop fish farming upon inclusive and sustainable principles

This project is the continuation of a project carried out from 2010 to 2013 in the same counties. It focuses specially on strengthening fish farmers' capacities in terms of fish management while supporting new fish farming applicants. A special attention is given to the improvement of agroecological techniques, both in terms of planning and fish production cycles' management.

DESCRIPTION OF THE POSITION

The position is based in Gbarnga, Bong County. The city of Gbarnga is located 3 hours away by car from Monrovia, the capital city of Liberia.

The duties and responsibilities of the Finance Assistant will include, but will not be limited to:

- Coordinate the finances of the project in 3 offices (1 main and 2 sub offices)
- Guarantee the implementation and use of finance management tools
- Check the effectiveness of the necessary information for the validity of the receipts and invoices
- Ensure that all the project's purchases follow the donors' procedures
- Assist the work of Catalyst financial records in the heading of expenses
- Preparation of budget follow-up with analytical codifications
- Prior completion of cash requests to be validated by Finance Manager and Project Manager
- Preparation of payrolls, payslips, tax declarations.



REFERENTS

This position is placed under the hierarchical responsibility of FishLib's Administrative and Financial Manager. The Finance Assistant will also work in close collaboration with the Project Manager and the administrative team and will develop functional links with them. He/She will be in charge of the compilation of the financial records of the FishLib project and any other projects implemented by APDRA in Liberia. He will ensure the compliance of the finance operations with national legislation, donors' agreements and internal procedures of APDRA.

REQUIRED QUALIFICATIONS

Education: Bachelor Degree in accounting, audit, finance and/or management control
Language: English and French speaker.

EXPERIENCE

- A 6-month successful professional experience in accounting, audit, finance and/or management control.
- Experience in development projects will be considered as an asset.
- Knowledge of the EU financial guidelines for grants will be considered as an asset.

SKILLS

- ✓ Good knowledge of Office software (Excel, Word, PowerPoint etc...)
- ✓ Timeliness and quality of financial deliverables (Budget follow-up)
- ✓ Compliance with established procedures and programs.
- ✓ Management, leadership and communication skills within a team of more than 40 people,
- ✓ Relationship management and ability to work with the project implementing partners

EMPLOYMENT'S CONDITIONS

- 2-years contract of Volunteer for International Solidarity (VIS)
- Based in **Gbarnga, Bong County, Liberia**.
- Expected start date: Beginning of July 2022, with an initial volunteer training of 2 days in Paris (Gilde training)
- Fixed monthly compensation of 900 Euros/1000 \$ USD (with a return ticket for non-Liberian applicant). The volunteer will be hosted in the project's guest house.

SUBMISSION OF APPLICATIONS

Send CV + ML to the following address: recrutement@apdra.org

Please **carefully** add as object line of your email **and** as titles for your documents: Surname-Name_FishLib-VSI- 2022

Closing date for sending applications: **2022/06/15**