



JOB DESCRIPTION – ACCOUNTANT-ADMINISTRATIVE ASSISTANT
Ghana

Support the project manager in accounting of the projects and administrative procedures under the
“ECONOBIO II” programme
*Development of Green Value Chains for the benefit of Local Populations living on the outskirts of
biodiversity-rich areas, with the support of private sector and civil society*

Context

Noé is a French non-profit organisation of general interest, created in 2001, with the mission of safeguarding biodiversity in France and internationally. Noé deploys programs for the conservation of endangered species and the preservation and restoration of natural environments and protected areas. The organisation also carries out educational actions aimed at developing changes in behaviour that are more respectful of the environment. Its action is located in France, overseas and internationally with the implementation of biodiversity conservation projects in Africa, Asia and Europe. On January 1st, 2019, Noé merged with the organisation Man & Nature, which specializes in socioeconomic development that promotes biodiversity. Man & Nature program develops an innovative approach that aims at conserving the biodiversity of threatened tropical ecosystems and encourages sustainable development through economic development and community management of natural resources.

Since 2015, Noé has developed, thanks to the support of the French Development Agency (FDA) and with its partners, an innovative approach of pro-biodiversity value chains in Central and West Africa. These value chains aim to put the economy at the service of biodiversity, by promoting the products of nature as a sustainable source of income for the populations living at the periphery of Protected Areas (PA).

In 2021, Noé is launching a new program financed by the FDA for 4 years (starting in March 2021), in partnership with A Rocha Ghana in the Mole Landscape and the Atewa Range Forest, Northcode in the Mole Landscape, Organization for Indigenous Initiatives and Sustainability (ORGIIS) in the Western Corridor and West African Primate Conservation Action (WAPCA) in the Ankasa-Tano Forest. The general objective of the project is the development of Green Value Chains for the benefit of Local Population living on the outskirts of biodiversity-rich areas, with the support of private sector and civil society.

Location: Based in Accra – Ghana, with field visits in the country.

Salary: Up to negotiation depending on experience. Full-time consultancy contract or local contract.

Duration: 1 year renewable

Main responsibilities and activities

Noé's accountant - administrative assistant is in charge of the accounting management of Noé projects and assists the Ghana Project Manager in her administrative, logistic and financial tasks. He/She works under the authority of the latter.

The accountant-administrative assistant carries out the following tasks:

1. Responsible for the accounting management of all projects
 - General and analytical bookkeeping -
 - Record invoices and check supporting documents
 - Prepare the monthly accounting period, including bank reconciliation, counting of cash, etc.
 - Send the monthly bookkeeping and supporting documents to Noé Headquarter according to Noé' internal procedures
 - Participate in the determination of the forecasts requests
 - Archive, save, and classify invoices, as well as all accounting supporting documents in a structured way
 - Draw bank reconciliation statements
 - Pay invoices
 - Monitor and follow up of suppliers
 - Produce accounting documents upon requested of her Manager
 - Prepare financial reports
 - Organize Noé financial audit
 - Direct connection with the partners' accountants in order to follow up on the instalments paid by Noé
 - Verify the accuracy of the partners' invoices and all supporting documents (include control visits in the regions);
 - Provide capacity building to partners with regards to their accounting methods and systems
2. Participate in the administrative and logistical management of projects
 - Make sure Noé employees comply with Noé and French Development Agency 's policies, procedures and administrative obligations
 - Make sure Noé complies with local legislation (labour code, etc.)
 - Participate in the planning of purchases in accordance with Noé's and donors' (FDA) procedures
 - Provide support with activities' logistics - projects and office (e.g., organization of field missions)
3. Participate in the implementation of projects activities in Ghana
 - Drafting activity reports
 - Supporting projects activities upon request of her Manager (e.g., participation in events)
 - Make sure of Noé's registration renewal as an NGO in Ghana on a yearly basis

Monitoring and evaluation

The accountant - administrative assistant will report to the Ghana Manager. At least a monthly interview will take place with her Manager, focussing on the objectives' progress. A formal quarterly evaluation will be conducted on the tasks that have been carried out and tasks to come.

Required Skills

The ideal candidate will be an environmental enthusiast, committed to biodiversity conservation and sustainable development and will have:

- **An excellent level of French and English (written and oral);**
- A good knowledge in **financial monitoring**;
- Knowledge of the financial and accounting management procedures of cooperation projects and of the French Development Agency would be a plus;
- Master **standard accounting software** (ex: SAGA, SAGE);
- Good **organizational capacities** and will be resourceful and practical;
- Very good interpersonal skills and will be adaptive and open-minded;
- A **professional experience of 4 years** with proven success in similar field;
- A good knowledge in community development and support to CSO;
- Knowledge in sustainable agriculture and value chain development would be a plus;
- **Good writing skills** and communication ability;
- **Proficiency in computer tools** (Pack Office).

Local candidates will be prioritized.

To apply, please send your CV and cover letter before the 19th March to Natacha CAYRE, Project manager in Ghana: ncayre@noe.org, and Mabel AGBA, Project coordinator in Ghana : magba@noe.org



EconoBio II

Development of green value chains for the benefit of local populations living on the outskirts of biodiversity-rich areas, with the support of the private sector and civil society

Country	Budget
Ghana	1,800,000 €
Intervention sites	Cofunders
Mole National Park	French Development Agency
Western Wildlife Corridor	Critical Ecosystem Partnership Fund
Ankasa-Tano Forest	Sofi Tucker Foundation
Atewa Forest	Contact
Project duration	Natacha Cayre, Project manager
4 years Start: March 2021	ncayre@noe.org

EconoBio is a large-scale program aiming at developing income generating activities benefiting to the communities living on the outskirts of four Protected Areas and contributing to biodiversity conservation.

Noé works in partnership with 4 local NGOs (A Rocha Ghana, WAPCA, Northcode, and ORGiS) on 5 main value chains: shea butter, baobab powder and honey in the north of Ghana, cocoa and coconut oil in the south as well as on several Non-Timber Forest Products (NTFPs) such as Guinea pepper and Voacanga.

The program also supports the establishment and the strengthening of local governance structures to ensure sustainable and community-based management of natural resources.

Context

In West Africa, Protected Areas are home to exceptional biodiversity. However, these natural areas are endangered by illegal logging, poaching and deforestation for agriculture, among others. Historically, most actions for the preservation of nature in developing countries have focused on strengthening the protection of high biodiversity areas, supporting Government as central player and often not providing access to local populations. However, the capacity of government agencies is, in many cases, weak, especially in remote forest areas. In this context, local communities are often the best placed actors to address key threats. Yet their involvement in conservation is still patchy. Moreover, lacking sustainable income-generating activities and struggling to meet their basic daily needs, local populations cause direct pressure on biodiversity and threaten the conservation and sustainable management of many high biodiversity areas.

Solutions involve the implementation of **community-based management** systems, and the **development of economic alternatives**. Since 2001, the Ghanaian State via the Wildlife Division has authorized the creation of Community Resource Management Areas (CREMA), a mechanism enabling the delegation of the management of natural resources to communities.

The success of the community-based management model depends on the commitment from the population, which in turn highly depends on the economic interest the population may find in its implementation. By improving their income through the development of Green Value Chains, the local population would accept and support the preservation of the natural ecosystems and adopt a sustainable management of these areas.



THE PROJECT



350 000 hectares of land sustainably managed and restored



*5500 producers – of which 50% of women
500 elected community members
200 patrollers*

In the North – Mole National Park

Biodiversity: 5000 km² of savannah (the largest protected area in Ghana), home to many elephants, hippos, buffalos and monkeys.

Threats: Deforestation for the production of charcoal, illegal cutting of rare species, clearing for agriculture, bush fires, pesticides, etc.

Committed Partners:

A Rocha Ghana has a strong experience in establishing CREMA on the outskirts of protected areas in Ghana, including the Mole National Park where it has set up four CREMAs and continues to work closely with local populations, in order to develop the organic shea butter sector. Their vision is to contribute to the effective management of the earth's resources through sustainable and innovative actions.

Northcode was created in 2007 and is already strongly involved in the area. Northcode's mission is to ensure the empowerment of women in northern Ghana. Their specific focus is the development of beekeeping and the reforestation of degraded areas.

Activities:

- Set up a **shea processing unit** to produce organic butter and create an economic added value.
- Develop **beekeeping** to generate additional incomes.
- Empower women through the setting up of **Village Savings and Loan Associations**.
- Strengthen the **CREMAs** already in place and create a new one in the southwest of the park.
- Set up a **Conservation Fund** ensuring the long-term self-financing of the CREMAs.
- **Reforest** degraded areas with endemic forest species.
- Set up community **patrols** to hinder illegal activities and monitor biodiversity.

Western Wildlife Corridor

Biodiversity: With a total area of 3 352 km² it links the Nazinga Parc in Burkina Faso and the Mole National Parc in Ghana. Used by elephants and other mammals as a path to move from one country to another, it is also of high importance for its water sources.

Threats: Deforestation for the production of charcoal, illegal cutting of rare species and illegal poaching, clearing for agriculture, bush fires, pesticides, etc.

Committed Partners:

ORGiiS is highly involved in the Western Corridor landscape in terms of economic development and support to the baobab and shea value chains as a tool for women empowerment and enhancing livelihood but also in terms of wildlife conservation by working with the CREMAs along the Sissili river.

Activities:

- Set up a **shea processing unit** to produce organic butter and create an economic added value.

- Develop **beekeeping** to generate additional incomes.
- Strengthen the **baobab powder** value chain and develop **baobab oil**
- Empower women through the setting up of **Village Savings and Loan Associations**.
- Strengthen the **CREMAs** already in place.
- Set up **Conservation Funds** ensuring the long-term self-financing of the CREMAs.
- **Reforest** degraded areas and river banks with endemic forest species.
- Set up community **patrols** to hinder illegal activities and monitor biodiversity.

In the South-West – The Ankasa-Tano Forest

Biodiversity: 14,500 ha of swamp tropical forest, home to many endangered primate species; the forest is the last habitat of the *Roloway Cercopithecus*, one of the 25 most endangered primates in the world, and possibly of Miss Waldron colobus which, if not found in this forest, will probably be considered as extinct in the wild.

Threats: Failing any formal agreement between Kwabre (Ghana) and Tanoé (Ivory Coast) forests, an increasing number of Ivorians and Ghanaians ventures into both forests in order to traffic forest products and bushmeat, while the severe lack of sustainable livelihood options prevents local communities to manage their resources over time.

Committed Partners:

West African Primate Conservation Action (WAPCA)'s mission is to safeguard the future of Critically Endangered primate species through community empowerment, education and captive breeding. WAPCA has been instrumental in assisting the rural communities surrounding the Kwabre Rainforest to form a CREMA, which enables them to sustainably manage their natural resources.

Activities:

- Contribute to the creation of a **trans-border forest reserve** to allow for the protection of the entire forest landscape.
- Support 200 farmers in improving their agricultural practices, in order to sustainably increase the yields of **cocoa** plantations and to obtain an organic certification.
- Set up a copra processing unit to generate additional revenues for 200 farmers; **coconut oil** being highly sought after both on the local and international market.
- Set up **cassava** producer groups and strengthen the value chain by improving yields, processing practices and access to market.
- Strengthen the community **patrols**.

In the South – The Atewa Forest

Biodiversity: It is a biodiversity hotspot of 17 400 ha with more than 750 varieties of plants, 250 species of birds and 53 species of mammals. More than 100 species are listed as threatened or near threatened on the IUCN Red List (two of which are Critically Endangered), two species of butterflies and one of frogs are endemic to Atewa.

Threats: In spite of all efforts to protect this rich biodiversity, the reserve still faces the threat of illegal logging, illegal hunting, farming and mining, both legal and illegal. Currently, the mother of all threats is the attempt by the government to mine Atewa for its bauxite.

Committed Partners:

A Rocha Ghana involvement in the landscape is very strong. The NGO is leading the local CSOs in advocating against the bauxite mining of the forest and protection of biodiversity in this evergreen high forest.

Activities:

- Support 150 farmers in improving their agricultural practices, in order to sustainably increase the yields of **cocoa** plantations and to obtain an organic certification.
- Set up a **grain of paradise** processing centre to generate more income to the communities
- **Strengthen 2 CREMAs and create a new one** on the forest borders.
- Strengthen the community **patrols**.