

# Finance Officer - Part-time, 6 month contract

## Job Advertisement

**Starting date:** as soon as possible

**Salary:** 25,000 – 30,000 GBP *full-time salary. Salary will be pro-rata based on part-time hours.*

**Contract:** Part-time, 6 month contract

**Location:** London, UK

**Closing date:** 31<sup>st</sup> July 2017

The Better Cotton Initiative (BCI) is a multi-stakeholder Standards System set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The Better Cotton Standard System is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 1.5 million licensed BCI Farmers and over 1000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas. This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes.



Under the supervision of the Senior Manager for Finance and Administration, the Finance Officer will execute a defined set of financial administration tasks related banking and Accounts Receivable transactions.

## Responsibilities

### Financial Processes and Controls

1. Execute accurate and timely invoicing from BCI to its members, donors and partners, liaising with the membership team, the funding raising team and the in-country teams.
2. Track and keep records of Accounts Receivable and follow up on all open invoices. Send reminders and contact clients.
3. Perform weekly and monthly bank reconciliations according to instructions from the Finance Coordinator. Ensure that all incoming and out coming payments are accounted for and properly reconciled.
4. Verify any discrepancies and resolve clients' billing issues by liaison with membership officers around the world
5. Verify any discrepancies and resolve simple banking issues
6. Ensure appropriate documentation and archiving relating to tasks within the remit of the role
7. Liaise with banks & third-party fund management services
8. Be responsible for the custody of the Office bank card and ensure all items booked on the card are fully recorded and in line with BCI policy.
9. Support the Senior Manager for Finance and Administration with periodic financial reporting, budget monitoring, annual close and audit preparation.
10. Assist with any other financial matters, upon request.

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Beyond these specific responsibilities the Finance Officer is expected to work closely with the line-manager to support the delivery of the BCI Strategic Plan.

### Profile

To be successful, candidates for the Finance Officer will have the following attributes:

Required
At least one year of experience in a similar position in a multicultural environment
Educational background in administration (finance, customer management)
Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook, ERP and CRM experience (Expensify and Salesforce a strong asset)
Fluency in English, both written and spoken, with attentive listening abilities and the ability to communicate clearly and concisely.
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude
Proven ability to multi-task and keep track of several projects running in parallel
Proven ability to work autonomously and adapt to changing priorities
Analytical and problem solving skills. Suggest solutions
Desirable
Prior experience in the not-for-profit sector
Proficiency in French a strong asset
Experience in HR and Office administration
Experience of providing financial support to teams based in other countries
Experience supporting audit processes
Experience working with or for a multi-stakeholder initiative
Interest in and commitment to sustainability

### Working arrangements

The position is 50% (20 hours a week) and based in London. The Finance Officer will receive a fixed-term 6-month contract with an initial 1 months' trial period.

### Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a cover letter (2 pages maximum), by email to [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org)

### Expected start date: as soon as possible and no later than 1 September 2017

We thank all applicants for their interest. Please note that due to the large volume of applications we receive, only candidates shortlisted for an interview will be contacted.

Only candidates eligible to work in the UK will be considered.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.