

Finance Coordinator

Job Announcement

www.bettercotton.org

The Better Cotton Initiative (BCI) is looking for a Finance Coordinator to provide accounting and budget monitoring support to the Finance team and to coordinate smooth running of accounting and financial transactions. The Finance Coordinator will work closely with the Business Director and the Senior Finance Manager and Controller.



Background

Cotton is one of the most important and widely grown crops in the world, and with more than 90% of cotton farmers living in developing countries, cotton production is fundamental to the livelihoods of millions of poor farmers and workers. However, current cotton growing methods need to change as they are placing unsustainable levels of stress on the environment and the people who produce it. Change means using fewer pesticides, managing water more efficiently, improving soil health and bio-diversity, enhancing fibre quality, and improving the welfare of farm workers.

BCI exists 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.

BCI works with a diverse range of stakeholders to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton producing areas.

BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI's specific aims are to

- Reduce the environmental impact of cotton production
- Improve livelihoods and economic development in cotton producing areas
- Improve commitment to and flow of Better Cotton throughout the supply chain
- Ensure the credibility and sustainability of the Better Cotton Initiative

Building on the success to date where Better Cotton does create positive changes for farming communities, and is being bought by BCI retailer and brand members, BCI has set ambitious targets for the future, increasing Better Cotton volume production 8-fold by 2015 and 26-fold by 2020.

2015 Global Targets

Specific Aim	Global Indicator	2015 Target
Reduce the environmental impact of cotton production	Better Cotton hectares under cultivation	2 million
Improve livelihoods & economic development in cotton producing areas	Number of Better Cotton farmers	1 million
Increase commitment to and flow of BC throughout the supply chain	Volume of Better Cotton bought by spinners	1.5 million
Ensure organisational credibility and sustainability of BCI	Earned income as % of global costs	75%

Finance Coordinator

Job Announcement

www.bettercotton.org

Job Description

Under the supervision of the Senior Finance Manager, the Finance Coordinator supports budget monitoring and coordinates the smooth running of the daily accounting and financial transactions of the organisation, at secretariat in Switzerland as well as in entities in Europe, Asia, Africa and South America.

S/he will support staff based across all regions in understanding and following financial processes and support the Senior Finance Manager in the development and implementation of appropriate financial controls.

S/he will be responsible for processing all incoming and out-going payments, enter data into the financial databases and provide timely updates on income received and income forecasts.

S/he will also work closely with the Membership Manager to ensure timely and accurate membership fee invoicing and membership fee income tracking and forecasting.

Responsibilities

Financial Process and Control

1. To coordinate process implementation and support Country Managers in developing work-plans administrative processes in country offices to ensure global compliance with BCI financial guidelines and rules.
2. To identify, propose and develop as appropriate, processes to increase efficiency and accuracy of accounting tasks, including supporting further development of country reporting protocols.
3. To process and ensure accurate coding of invoices received from suppliers, partners and consultants, verify their compliance with BCI financial guidelines and control protocols, in order to contribute to robust financial controls at BCI, accurate data entry and reliable financial reports.
4. To verify and process expenses claims & reports received from staff, partners, suppliers and consultants (reconcile vs support documents, check compliance with BCI travel and financial guidelines), in order to ensure smooth and timely re-imbursements of expenses.
5. To process monthly and quarterly bank and card reconciliations and treasury advance requests from non-Swiss offices, ensuring all financial control procedures are followed and that approval is received in a timely manner, to support the cash-flow management in offices outside Europe.
6. To ensure appropriate global documentation and archiving of files and records in order to comply with national legislation and audit requirements.
7. To prepare the quarterly VAT return and coordinate appropriate internal review, in order to support legal compliance with Swiss VAT legislation.

Finance Coordinator

Job Announcement

www.bettercotton.org

Data recording and reporting

8. To ensure timely, accurate and comprehensive input into the on-line accounting system (OpenERP) through management of external accountant tasks, coordination of country administrative teams and direct data entry.
9. Under the supervision of the Senior Finance Manager, coordinate with the external third-party accounting service provider in order to deliver monthly management accounts and budget monitoring reports to the Senior Finance Manager, Business Director and Leadership Team.
10. To verify monthly budget reports and identify any significant deviations, inconsistencies or gaps to the Senior Finance Manager and Business Director, and support subsequent investigations.
11. To contribute to the identification and development of process improvements for BCI accounting systems.
12. To support the Senior Finance Manager and Business Director in the development of tools for country administrators and individual budget holders to improve and strengthen financial records, monitoring and reporting.

Cash flow management

Under the supervision of the Senior Finance Manager:

13. To maintain and ensure accuracy of forward commitments, in collaboration with budget holders, in order to manage cash flow. Evaluate and plan payment of invoices in line with cash available and invoice due dates.
14. To ensure accurate and timely invoicing of members, donors and partners, in liaison with relevant services and monitor payments to be collected from members (in collaboration with the Membership Manager), donors (in collaboration with the Fundraising Coordinator) and partners (in collaboration with the Partnership Team), in order to secure a stable cash position for BCI at all times and avoid a breach of Council mandated minimum cash balance.

Treasury

15. To manage petty cash in Geneva office and enforce control processes in order to secure accurate records.
16. To support country teams in ensuring secure petty cash management.
17. To liaise with banks & third-party funds management services
18. To coordinate and oversee the monthly payments to ensure smooth process; prepare payments to staff / suppliers / partners / consultants for release in the electronic banking systems

Finance Coordinator

Job Announcement

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Budget Management Support

19. To support the Senior Finance Manager and business Director with periodic financial reporting, yearly closing and audit preparation.
20. To develop and maintain annual schedules over reporting in collaboration with the fundraising team, service teams, the Senior Finance Manager and Business Director.
21. To collaborate with and support the Fundraising Team in the monitoring of grant allocations in order to ensure appropriate and full allocation of any grant.
22. To coordinate and contribute to training for budget holders in budget management and funding allocation.
23. To help maintain and recommend improvements to financial policies and procedures
24. To assist with any other financial matters, upon request.
25. To support the Senior Finance Manager in implementing and monitoring financial control processes in order to minimise risk of errors or fraud in the accounting system.

Profile

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

Experience
<i>Essential</i>
1. Employé de commerce CFC. Brevet fédéral de spécialiste en finance et comptabilité a strong asset
2. At least 2 years work experience in the finance department of an organisation with international operations
3. Computer literate using with ERP experience (Open ERP a plus).
4. Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions relating to expenditure and budget management
5. Ability to resolve problems creatively and logically; synthesise; readily grasp issues and the means to address them; and translate ideas into action
6. Proven ability to work effectively with teams in different time zones and from different cultures
7. Fluency in English, both written and spoken, with attentive listening abilities
8. Good knowledge of French, written and spoken
9. Willingness to carry out administrative tasks
<i>Desirable</i>
1. Prior experience in the not-for-profit sector
2. Experience of providing financial support to teams based in China, Pakistan, and/or India

Finance Coordinator

Job Announcement

www.bettercotton.org

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| 3. Experience supporting monitoring and reporting of restricted and unrestricted grant-funding |
| 4. Experience supporting audit processes |

Working Arrangements

The successful candidate will report to the Senior Finance Manager.

The position is full-time and will be based in Geneva, Switzerland.

Salary scale: CHF 55-70K

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief covering letter (2 pages maximum) to **recruitment [at] bettercotton.org**

Application deadline: 15 October, 2014

Start Date: 15 November

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.

In line with Swiss labour law, preference will be given to Swiss or EU nationals, or candidates already in possession of a Swiss work/residency permit.

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