

# Administrative & Finance Officer/ India

Job Announcement  
[www.bettercotton.org](http://www.bettercotton.org)

The Better Cotton Initiative is looking for an Administrative and Finance Officer to support the India team, facilitate smooth running of the BCI India office, ensure effective implementation of global office management processes, to support India office financial administration and reporting to the Head Office. Working with a team in a busy and changing environment, the successful candidate will be able to take own initiative and be excellent at multi-tasking.



## 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%

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## Job Description

Under the line management of the India Country Manager, the Administrative/Finance Officer will be responsible for ensuring the smooth running of the BCI India office, supporting the team on administration, meeting and travel arrangements and enabling effective administration of the Country Office. This is a busy and varied role with lots of scope for own initiative and interaction with an international team.

## Responsibilities

### Office administration and staff support

1. To maintain and develop, as necessary, effective office processes to ensure the India team is able to deliver its work efficiently. Feed in and contribute to development of global procedures. Ensure local processes are in line with India local laws/practice and appropriate for the size of the team.
2. To maintain office equipment and train staff on their use as necessary.
3. Under the supervision of the India Country Manager, manage office and IT supplies, including inventory and purchasing, in line with approved budgets
4. To implement global BCI administrative procedures/office management processes under the guidance of the India Country Manager and Senior Manager for Finance and Administration.
5. To be the first point of contact for general telephone inquiries and visitors to the office to ensure that queries are attended to and visitors cared for in line with BCI values.
6. To manage information and data, in cooperation with the wider BCI team as relevant.
7. To organise internal meetings and provide support to external meetings and workshops.
8. Under the supervision of the India Country Manager, maintain and update the BCI relationship database as relating to India relationships and contacts in order to support effective communications on a global scale.

### Finance Administration

9. To support BCI financial administration processes, with specific responsibility for the India office financial transactions and processes, including incoming invoices and staff expense claims, managing petty cash, preparing and sending out-going invoices, and monitoring of contracts, to ensure good financial management. To contribute to the identification and development of process improvements for BCI accounting systems.
10. Support Country Manager in financial reporting to HO, and keeping records. Support India Country Manager in registration of the India legal entity and ensuring its legal compliance and that accounting and financial management is carried out in compliance with guidelines.
11. Support Country Manager in the registration of BCI as a legal entity in India.

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12. Under the supervision of the Country Manager, assist with financial reporting, audit preparation and accounting relating to the India organization and ensure legal compliance.

## Human Resources

- 13. Collaborate with global HR Coordinator in order to ensure good management of BCI India staff and alignment with global policies.
- 14. Plan and provide administrative and logistics support for inductions and appraisals to ensure compliance with India laws and BCI guidelines.
- 15. To maintain and update HR policy and guidance documents under the supervision of the Country Manager and in alignment with global adjustments and processes

## Personal Assistance

- 16. To support the Country Manager with day-to-day administration and travel arrangements as necessary. To support country teams in ensuring secure petty cash management.
- 17. To support with travel arrangements as necessary to BCI local staff and global people visiting BCI operation in India.
- 18. To undertake other tasks as deemed necessary by the supervisor.

Beyond these specific responsibilities the Administrative/Finance Officer is expected to work closely with their line-manager to support the delivery of the BCI Strategic Plan and in particular the India Country Plan.

## Profile

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

<b>Experience</b>
<i>Essential</i>
1. At least 2 year’s working experience on administrative and accounts/ financial tasks
2. Experience working as part of a team
3. Experience in HR administration or in supporting HR services.
4. Experience working with an ERP or accounting software
<i>Desirable</i>
1. Experience in working in a multi-cultural globally dispersed organisation.
<b>Skills and Knowledge</b>
<i>Essential</i>
1. University degree or vocational diploma in administration and finance
2. Demonstrated interest in administrative work, account and finance

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3. Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries.
4. Fluent in English and Hindi – ability to communicate clearly and concisely
5. IT literacy, to include: Word; PowerPoint; Excel; Outlook
6. Excellent organisational skills and capacity to handle a set of different priorities
7. Excellent ability to multi task and keep track of several activities/ streams in parallel
<b>Desirable</b>
8. Academic background in administration, HR, accounts, and finance.
9. Interest in and commitment to sustainability

## Working Arrangements

The successful candidate will report to the India Country Manager.

The position is full-time (40 hours per week). The BCI India office is located in New Delhi (Jasola). The successful candidate will receive a three-year contract, with a 3-month initial trial period.

## Applications

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

**Application deadline: 16<sup>th</sup> August 2015**

**Start Date: 1<sup>st</sup> October 2015 or as soon as possible**

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