The Better Cotton Initiative is looking for a Senior Finance Manager to lead BCI’s financial team, further develop internal control processes, and provide vital planning and analysis service to the Leadership Team. A critical management role in a small, but relatively complex organisation, with operations in several different countries. This is an excellent opportunity for an experienced individual keen to take on a new challenge in a rapidly growing organization.

Location: Geneva, Switzerland

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, conserving habitats, improving fibre quality, and improving the well-being of farm workers.

The Better Cotton Initiative (BCI) is a multi-stakeholder initiative – from producer to retailer – who have decided to act together to reduce the damaging environmental and social consequences of cotton production.

BCI aims 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’s mandate is to increase demand for Better Cotton, to reduce the negative impacts of cotton production worldwide, and to advance economic and life opportunities for cotton farmers and workers. BCI will catalyse the mass market production of cotton produced more sustainably, by creating demand on a global scale for a new mainstream commodity, Better Cotton, and by generating investment in training and skills for farmers to help them produce Better Cotton.

Better Cotton is cotton grown in a way that aims to reduce stress on the local environment and improve the livelihoods and welfare of farming communities. As such, Better Cotton represents a new globally recognised standard for more sustainable cotton production.

Key to BCI’s approach is to show farmers that it makes business sense to grow Better Cotton, and to equip farmers with the knowhow and tools to steadily improve their farming practices, which means meeting globally recognised standards for reducing pesticide usage, managing water better, improving soil health and the welfare of farm workers.

Smallholder cotton farmers need support to make these changes and BCI consequently promotes training, better access to finance and help with the organisation of farmers in to effective producer organisations.

**BCI’s long term objectives are to:**

1. Demonstrate the inherent benefits of Better Cotton production, particularly the financial profitability for farmers
2. Reduce the impact of water and pesticide use on human and environmental health
3. Improve soil health and promote biodiversity
4. Promote Decent Work for farming communities and cotton farm workers
5. Facilitate global knowledge exchange on more sustainable cotton production
6. Increase traceability along the cotton supply chain

**The Better Cotton System**

To achieve these long-term objectives BCI has developed the Better Cotton System, comprising of Production Principles and Criteria, including Minimum Production...
Criteria; Farmer Support through globally and locally promoted Enabling Mechanisms; Farm Assessment; Supply Chain; Monitoring Evaluation and Learning, and Tools. Supporting and promoting improved practices, creating a 100% Better Cotton bale and measuring impact are critical issues addressed by the Better Cotton System.

Financial Goals 2012 - 2015

To move the organisation from a high level of donor dependency to a business model reliant mostly on earned income from the membership base.

To maintain a compliant financial management system that can accommodate transactions across different countries, in different currencies and with both restricted and unrestricted funds from donors and members.

To deliver the growth plans for the organisation whilst building prudent reserves to fund future development.

To create a financial management system, including internal and external resources that incorporates the highest level of governance rigor and strict compliance with legislation and accounting rules.

To provide senior management vital analysis on the financial evolution of the organization, so that resources can be used in the most efficient manner possible.

Job Description

The Senior Finance Manager & Controller is responsible for leading BCI’s finance function to ensure efficiency, accuracy and compliance with relevant codes and legislation. S/he will be responsible for developing and strengthening financial control and process, and sourcing and implementing new accounting and reporting tools so that they are appropriate for a global organisation with operations in several different countries. In addition to orchestrating the annual Planning process, the manager is responsible for ensuring all budget holders have adequate knowledge and support to manage their financial commitments and budgets. This role reports to the Business Director and works closely with the whole Leadership Team.

The Finance Manager is responsible for ensuring that BCI financial reporting and activities meet all legal and donor requirements and that required audits are carried out and reports disseminated.

Responsibilities

Better Cotton Standard System

Financial Management

1. Produce timely, relevant and accurate financial information; to monitor financial performance; to provide sound financial advice and analysis service to the Leadership Team, Council and relevant staff across the organisation.

2. Oversee the continuous improvement of accounting and financial processes to strengthen budget management, financial forecasting and reporting on restricted funds.

3. Develop and oversee accounting policies and procedures to ensure they are appropriate as BCI income and expenditure streams evolve and specifically to support BCI global offices established in several countries.
4. Ensure that BCI complies with its legal and constitutional obligations (Switzerland, China, India, Pakistan, UK), including the identification and management of risk.
5. Collaborate closely with the Business Director and CEO in the development of a special purpose funding vehicle for financing farm-level implementation projects.

Financial Controls

6. Develop and review on a periodic basis with the Leadership Team and appropriate Council Committee a Risk Register of financial, systems and other operational and compliance risks.
7. Ensure that all BCI offices are in compliance with all external policies and relevant regulations and ensure filings are completed in a timely manner.
8. Develop and oversee internal review functions to ensure that BCI’s own financial controls and policies are complied with in Headquarters and field offices. Ensure effective follow-up processes are in place.
9. Lead the quarterly forecasting process on expenses and income to support budget holders and the leadership team in delivering the Budget and maintaining financial stability.
10. Oversee the cash management function, including banking relationships.
11. Manage the relationship with external accountants and ensure efficient use of their services.

Budget management and reporting

12. Under the supervision of the Business Director, create the Annual Budget for approval by Council.
13. Prepare and present in a timely fashion, monthly and quarterly management accounts (by Country and Delivery Unit), financial accounts, information regarding membership fees and donations and other information required, including key performance metrics, and actual and forecasted financial performance. Investigate and provide clear and meaningful commentary on variances and trends.
14. Preparing and maintaining donor agreements, staff contracts and supplier contracts to ensure they comply with financial regulations.
15. Monitor expenditures to ensure that restricted funds are utilised according to donor requirements, and notify management in a timely manner in the event of under- or overspend trends.
16. Obtain approvals from budget-holders and donors (when relevant) on procurements and purchases for the organisation.
17. Maintain financial records in accordance with GAAP and national legislation to meet legal, tax and reporting requirements and assist in the presentation of accounts to the Council.
18. Oversee the payroll function ensuring efficient systems, process and controls.

Internal support and capacity building

19. Liaise regularly with budget holders and support them in monitoring their performance against budgets and objectives. Provide accounting services for use by staff in planning and controlling the work of BCI.
20. Provide orientation and training to the Leadership Team on cost-effective management and planning.
21. Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.
Beyond these specific responsibilities the Finance Manager is expected to work closely with their line-manager to support the delivery of the BCI Strategic Plan.

**Working Arrangements**

The successful candidate will report to the Business Director for their work programme, activities and outputs. The position is full-time (40 hours per week) and will be based in Geneva, Switzerland. The appointment will be subject to a 3 month initial trial period.

Salary scale: CHF90-100,000

**Profile**

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

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<th>Experience</th>
<th>Essential</th>
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<tr>
<td>1. University graduate: Swiss Certified Accountant</td>
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<td>2. At least 8 years work experience in a senior financial management role for an organisation with international operations, including managing relationships with external parties such as outsourced accounting services, payroll and audit partners.</td>
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<td>3. Specific experience with financial responsibility for a budget, end of year accounts and external liaison with auditors and accountants.</td>
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<td>4. Proven experience in overseeing and managing financial procedures and reporting for an organisation with legal entities in several countries.</td>
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<td>5. Ability to communicate financial, regulatory and analytic information effectively in person and in writing to a wide variety of organisations and audiences.</td>
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<td>6. Proven administrative, leadership and management ability in the areas of organisational development, financial control and risk management.</td>
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<td>7. Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions relating to expenditure and budget management</td>
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<td>8. Ability to resolve problems creatively and logically; synthesise; readily grasp issues and the means to address them; and translate ideas into action.</td>
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<td>9. Ability to develop, monitor and maintain management information systems and procedures</td>
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<td>10. Proven ability to work effectively with teams in different time zones and from different cultures</td>
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<td>11. Fluency in English, both written and spoken, with attentive listening abilities</td>
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<td>12. Willingness to carry out administrative tasks</td>
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<td>1. Prior experience in the not-for-profit sector</td>
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<td>2. Experience of providing financial support to teams based in China, Pakistan, and/or India</td>
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<td>3. Demonstrated ability to lead both high-level strategic and hands-on operational work</td>
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<td>4. Demonstrated strength in relationship management</td>
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<td>5. Fluency in 1 or more of the following additional languages: French, Portuguese, Chinese</td>
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Senior Finance Manager and Controller – Global Team

Job announcement – Re-advertised

Applications (PREVIOUS APPLICANTS NEED NOT APPLY)

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: 19 May, 2014

Start Date: ASAP

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.