

Finance AR and Administrative Officer

Job Advertisement

Starting date: as soon as possible

Salary: GBP 25,000 – GBP 30,000 *depending on skills and experience for a full-time position*

Contract: 100%

Location: London, United Kingdom

Closing date: 22nd April 2018

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 line management of the General Accounting Manager, the Finance AR and Administrative officer will execute a defined set of financial administration tasks related banking and Accounts Receivable transactions. In addition, s/he will provide the London office with administrative support.

Responsibilities

Account Receivable Processes and Controls (50%) (under the supervision of the General Accounting Manager)

1. Process timely sale invoices 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 bank reconciliations
4. Reconcile online payment platform
5. Ensure that all incoming payments are properly matched against the right sale invoice.
6. Reconcile Sale Sub-Leger with the General Leger
7. Resolve any discrepancies linked to Account Receivable directly or in liaison with membership officers around the world
8. Mitigate bad debt risk. Ensure Credit Notes are fully justified and properly accounted for.
9. Ensure appropriate documentation and archiving relating to tasks within the remit of the role.
10. Liaise with banks on incoming payments inquiries
11. Support the General Accounting Manager & International Finance Manager with periodic financial reporting, budget monitoring, annual close and audit preparation.
12. Assist COO in completing monthly expenses
13. Assist with any other financial matters, upon request.

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Office, Administrative and IT Support (50%) (under the supervision of the Chief Operating Officer)

14. Manage office facilities and relationships with external service providers for the London Office (housing a growing team currently consisting of 15 people)
15. Develop, implement and oversee effective office processes including purchasing, insurance, IT system security, BCI calendar, printer management and inventory. Act as first point of contact with the landlords.
16. Partner with the HR Coordinator to update and maintain office policies as necessary.
17. Assist in the on-boarding process for new hires in terms of providing supplies, office desk, and software and coordinating their induction process.
18. Plan and organise in-house or off-site activities: e.g. ad hoc meetings, conferences, celebrations.
19. Welcome visitors and to be the first point of contact for general telephone and email enquiries for the London Office.
20. Act as global administrator on the different software packages in use (Microsoft 365 suite, Dropbox, Yammer) and provide user support on IT tools and projects.
21. Provide support to staff with daily requests (IT and internet access support, office machines, general requests).
22. Manage and provide support for remote working and conferencing tools. Propose appropriate tools to enhance operational efficiency of BCI.

Beyond these specific responsibilities the Finance AR and Admin 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 AR and Administrative Officer will have the following attributes:

Required
At least one year of experience in a similar position in a multicultural environment
Educational background in finance and customer management.
Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook, ERP and CRM experience (Expensify and Salesforce a strong asset)
Experience in providing IT trouble shooting support for software and hardware issues.
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
Self-Starter able to work autonomously and adapt to changing priorities.
Analytical and problem-solving skills. Suggest solutions
Interest in and commitment to sustainability
Desirable
Prior experience in the not-for-profit sector
Proficiency in French an asset
Experience in remote team support in several countries
Experience supporting financial audits
Experience working with or for a multi-stakeholder initiative

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Working arrangements

The position is full time (40 hours a week) and based in our office in London. The Finance AR and admin officer will receive a permanent contract with an initial 3 months' trial period. BCI offers flexible working, with core hours being 10am – 4pm. BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

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 with subject "Finance AR Application" to recruitment@bettercotton.org

Expected start date: as soon as possible

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.