

# GIZ Accounting Senior Coordinator

## Job Advertisement

Type of contract: Fixed term



**Starting date:** as soon as possible

**Contract Type:** 1 year contract

**Salary:** £47,000

**Location:** London, UK

### Application

**closing date:** Midnight 22 September 2019 GMT



## Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices, and account for 30% of global cotton production by 2020. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 3 million farmers in 21 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 19% of global cotton production. We are truly a joint effort, encompassing stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is seeking a rigorous and process focused individual for tracking and evaluating day-day accounting activities for the BCI GIZ grant and the BCI Growth & Innovation Fund.

The goal of the GIZ program is to improve farming practices leading to more sustainable and higher cotton yields in Maharashtra with the specific objective to enable 140,000 cotton farmers in the Indian state of Maharashtra to be trained in Better Cotton farming practices and seek licensing as BCI farmers in the 2019-2020 season.

Funding will be managed in collaboration with Better Cotton Growth and Innovation Fund (GIF), which was launched in 2016 by BCI to enable private and public actor participation in strategic investments into the Better Cotton projects and propel BCI towards its 2020 targets of reaching five million farmers and producing 30% of global cotton.

A designated project team will be established within BCI to oversee general progress, manage data collection at farm-level (where this data may not be routinely collected through the BCI programme team) and ensure high-quality documentation and reporting to GIZ.

The position is in the Finance Team and is 90% focused on the GIZ funded program and 10% focus on the BCI Growth & Innovation Fund.

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

## Responsibilities

**Reporting to:** General Accounting Manager. The role will be managed by GIZ Project Manager as part of the GIZ project team.

# GIZ Accounting Senior Coordinator

Job Advertisement

Type of contract: Fixed term



## GIZ grant – BCI Association (90%)

Ensure Financial management of GIZ grant in coordination with the GIZ Project team, Grant & Fundraising Coordinator, and General Accounting Manager (GAM)

- Working closely with the GIZ Program Manager and GIZ coordinator to ensure that required tendering processes are followed and project level expenses are fully tracked and documented
- Maintain compliance with the GIZ requirements, rules and regulations, and internal and external deadlines
- Maintain accurate allocation of expenses
- Monitor grant expenses in collaboration with the Project Manager, GIZ Project Team and GAM
- Look for misallocations, highlight spending anomalies to GAM and project team
- Prepare Financial reports as per donor requirements, and to be submitted to GAM for approval prior submission to GIZ.
- Review invoices and ensure payments requests are well received by BCI
- Ensure compliance with Donor requirements
- Provide support and guidance to project teams on monitoring the budget.
- Coordinate with the program manager to ensure compliance with required GIZ deliverables.
- Participate in quarterly Project Group meeting including facilitating meetings
- Give guidance and direction to BCI staff to ensure compliance with Donor requirement
- Provide support in financial donor audit, prepare all the documentation and coordinate project audits.
- Follow-up on audit recommendations and corrective actions
- Undertake all other duties that may be determined by the line manager and that are compatible with the job description.

## Finance support in London Office (10%)

- Support in budget preparation and monitoring
- Support London office with Expensify queries, invoices and payments requests
- Undertake all other duties that may be determined by the line manager and that are compatible with the job description.

The candidate will have the following Skills, Knowledge, and Experience:

<b>Skills, Knowledge and Experience</b>
<b><i>Essential</i></b>
Recognised diploma in Accounting, Finance, or Business Administration
Comfortable dealing with numbers and tables
Strong attention to detail, strong analytical and organizational skills,
Excellent command of Excel and literacy in Word, PowerPoint and Outlook

# GIZ Accounting Senior Coordinator

## Job Advertisement

Type of contract: Fixed term



Bookkeeping and Accounting: working experience in a finance support function
Experience working with an ERP or accounting package
Produce internal reports on the financial situation of the project
Demonstrated experience in grants financial management and compliance with contracts (in particular with donors contracts)
Demonstrated experience in financial reporting to donor
Experience in audit preparation and coordination
Experience of working in both not-for-profit and profit-making organisations
Fluency in English, both written and spoken, with attentive listening abilities and able to communicate clearly and concisely
Flexibility, initiative, ability to work autonomously,
Excellent interpersonal and team work skills, with service-oriented attitude
<b><i>Desirable</i></b>
Experience working with international organizations
Aptitude for manipulating data with computer systems
Advanced computer and IT skills
Ability to work in a multicultural environment with respect for diversity
Interest in and commitment to sustainability
Experience or knowledge of Swiss Accounting practices

## Working Arrangements

The position is full-time (40 hours per week) and will be based in BCI London Office. BCI offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

## Applications:

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: “Application GIZ Accounting Coordinator ” by the 22 September 2019 at the latest.

We thank all applicants for their interest; however only shortlisted candidates will be contacted.

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.

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