

General Accounting Manager

Job advertisement

Starting date: 1st January 2019
Salary: CHF 75'000 to 95'000
Contract: Permanent
Location: Geneva, Switzerland
Application Closing date: Midnight 13 Dec 2019 GMT



Background

The Better Cotton Initiative (BCI) is a multi-stakeholder membership association 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. It owns the Better Cotton Standard System, 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.

Job Description

The Accounting Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This includes internal accounts for budget holders and external statutory reporting. The Accounting Manager supervises 2 direct reports and matrix manages local accounting functions in BCI Country teams. They will be responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position required that deadlines are adhered to and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Accounting Manager will have contact with managers across the organisation and should be able to support with strong interpersonal communication skills both written and verbal. The manager will be responsible for two entities BCI Secretariat and BCI Growth and Innovation Fund. The Accounting Manager will be under the supervision of the Senior International Finance Manager

Accounting Responsibilities: BCI Association

Financial Controls and Reporting

- Ensure that the accounting system is maintained is up to-to date.
- Be responsible for managing daily accounting operations, including:
 - Month and year-end processes
 - Accounts payable /receivable
 - General ledger
 - Payroll and utilities
 - Cash forecasting
 - Bank and asset reconciliations
 - Payment runs
 - Bad debt monitoring and management

- Monitor and analyse results, highlighting budget variances to the Senior International Finance Manager
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Ensure compliance with Swiss accounting standards
- Provide recommendations on good accounting and reporting practice
- Improve systems and procedures to ensure appropriate financial controls. Monitor compliance of daily, monthly and quarterly controls.
- Ensure policies and procedures remain appropriate as BCI evolves ensure that these are clearly documented
- Provide support and guidance to country teams on establishing locally relevant processes and policies.
- Coordinate and complete annual statutory audits
- Continue to automate manual process to improve control and drive efficiency gains

Budget Management

- Train BCI staff to ensure compliance with Financial processes and budget approval processes
- Ensure Finance team helps to support the budget holders prepare accurate budgets, consolidate budgets and upload to the Finance system
- Assist budget holders with preparation and consolidation of budget for BCI
- Ensure timely monthly and quarterly reporting of budgets and forecasts to assist budget holders with budget management

Cash Management and FX Management

- Oversee the cash management function, including relationship with BCI banks. Prepare annual and monthly cash forecasts for BCI and GIF
- Monitor Foreign Exchange risk in accordance with BCI hedging policy
- Monitor weekly payment run and ensure accuracy of BCI payments to its suppliers
- Support budget holders and the Finance team with special projects and workflow process improvements.

Statutory Compliance

- Directly manage Corporate Tax and VAT obligations & compliance in Switzerland
- Ensure BCI Association remains in legal compliance in Switzerland
- Ensure Statutes and By-Laws are up to date and publicly available
- Support local Finance Officers to ensure adhere to local statutory and taxation requirements

Grant Management

- Ensure Financial management of BCI grants in coordination with the Grant & Fundraising Coordinator
 - Build donor budget with Development & project team
 - Ensure match funding requirement are feasible
 - Sign off final donor budget with Head of Development
 - Ensure accurate allocation of expenses to BCI grants
 - Monitor grant expenses in collaboration with the Project Manager
 - Prepare Financial reports as per donor requirements
 - Manage grant income revenue recognition
 - Invoice granters and ensure payments are well received by BCI
 - Manage financial donor audit

Accounting Responsibilities: BCI Growth and Innovation Fund

- Supervise the external Fund Manager and provide instructions and guidance on BCI accounting and reporting requirements
- Agree and supervise implementation of proper accounting methods, policies and principles within the Fund
- Monitor and analyse accounting reports provided by the Fund Manager. Ensure financial data is presented into useable format for management, in combination with BCI Association reports to present a comprehensive global picture of financial status on a quarterly basis.
- Supervise annual audit process
- Follow-up on audit recommendations & ensure Fund Manager initiates corrective actions
- Oversee the cash management function, including relationship with GIF banks.
- Monitor GIF payments and ensure accuracy of all outgoing payments
- Ensure GIF Foundation remains in legal compliance in Switzerland
- Manage relationship with the « Conseil de surveillance des Fondations » in Bern
- Ensure Statutes and By-Laws are up to date and publicly available

Experience
Essential
1. University graduate: Swiss Certified Accountant
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.
3. Specific experience with financial responsibility for a budget, end of year accounts and external liaison with auditors and accountants.
4. Proven experience in overseeing and managing financial procedures and reporting for an organisation with legal entities in several countries.

5. Ability to communicate financial, regulatory and analytic information effectively in person and in writing to a wide variety of organisations and audiences.
6. Proven administrative, leadership and management ability in the areas of organisational development, financial control and risk management.
7. Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions find solutions and meet deadlines,
8. Ability to resolve problems creatively and logically; synthesise; readily grasp issues and the means to address them; and translate ideas into action.
9. Proven ability to work effectively with teams in different time zones and from different cultures
10. Fluency in English and French, both written and spoken, with attentive listening abilities
11. Ability to multi-task, work under pressure and meet deadlines required.
12. Attention to detail.
13. Excellent knowledge of financial accounting and year end, monthly and daily accounting standard processes.
14. Good knowledge of Swiss GAAP. Knowledge of statutory rules of Swiss based Associations and Foundations preferred
15. Excellent knowledge of financial controls and ability to implement financial control improvements.
16. Must have strong experience with Microsoft Excel, Access and Word.
17. Comprehensive knowledge of cloud-based accounting systems. Knowledge of Financial Force and Salesforce an advantage.
18. Willingness to carry out administrative tasks
Desirable
1. Prior experience in the not-for-profit sector
2. Experience of providing financial support to teams based in China, Pakistan, and/or India
3. Demonstrated ability to lead operational work
4. Demonstrated strength in relationship management

Working arrangements

The position is full time (40 hours a week) and will be based in our office in Geneva, Switzerland.

BCI offers flexible scheduling, with core hours being 10am – 4pm and the ability to work from home one day a week.

Applications

Interested applicants should email a CV (2 pages maximum) and a motivational letter (1 page maximum), in English, to: recruitment@bettercotton.org by 13 December 2019.

We thank all applicants for their interest. Please note that due to the large volume of applications we receive, only candidates shortlisted 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 opportunity employer and is committed to good practice and transparency in the management of natural, human and financial resources.

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