Admin and Finance Officer, India
Type of contract: Permanent

Starting date: As soon as possible not later than 01.04.2021

Contract Type: Permanent contract
Salary: 8.5 Lakh to 13 Lakh per annum
Location: New Delhi, India

Application closing date: 21st March 2021
Travel: Less than 5%
Reports to: Finance and Admin Coordinator

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 the end of the 2020-21 cotton season. In under 12 years, the Better Cotton Initiative and its Partners have supported 2.3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. We are truly a joint effort, encompassing stakeholders 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 looking for an Admin and Finance Officer who will be responsible for the smooth run of the India office and for providing support to the Finance and HR. Under the line management of the Finance and Admin Coordinator, the Admin and Finance Officer will provide the various BCI offices with administrative and logistics support.

Responsibilities

Finance Support

1. Assist the Finance and Admin Coordinator, with financial reporting, audit preparation and accounting relating to the BCI India

2. Assist in monitoring expenses are in line with budget and quarterly forecasts.

3. Assist the Finance & Admin Coordinator in preparation of Annual Budget by analysing past expense trends, looking at the annual plan and ensuring budgets are aligned to these. Do quarter you assessment of trends & forecast of budget & expense.

4. Assisting the Finance & Admin coordinator with reviewing expense claims on those being aligned with policy & validity.

5. To support BCI financial administration processes, with specific responsibility for the India office financial transactions and processes, managing petty cash, and monitoring of contracts, to ensure good financial management.

6. Support Finance and Admin Coordinator in financial reporting to HO, and keeping records.
Office administration and staff support

7. To maintain office equipment and train staff on their use as necessary.

8. Under the supervision of the Finance and Admin Coordinator, manage the office and IT supplies, including inventory and purchasing, in line with approved budgets.

9. To support the implementation of global BCI administrative procedures/office management processes under the guidance of the Finance and Admin Coordinator.

10. 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.

11. To organise internal meetings and provide support to external meetings and workshops.

12. Under the supervision of the Finance and Admin Coordinator, maintain and update the BCI relationship database as relating to India relationships and contacts in order to support effective communications on a global scale.

Human Resources

13. Provide support to Finance and Admin Coordinator in order to ensure good management of BCI India staff and alignment with global policies.

14. Provide administrative and logistics support for Job posting, interview and inductions to ensure compliance with India laws and BCI guidelines.

Other

15. To support the Finance and Admin Coordinator with day-to-day administration and travel arrangements as necessary.

16. To support with travel arrangements as necessary to BCI local staff and global people visiting BCI operation in India.

17. To undertake other tasks as deemed necessary by the supervisor.

Profile

In addition to demonstrating the above competencies, a successful candidate will have the following:

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<tr>
<th>Skills, Knowledge and Experience</th>
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<td><strong>Essential</strong></td>
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<tr>
<td>Graduation or equivalent higher education qualification, in a relevant field</td>
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<td>Minimum of 3-4 years’ work experience</td>
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<td>Demonstrate Admin, HR &amp; Finance experience in a relevant position</td>
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<td>Ability to work independently and to take initiative</td>
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<td>Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude</td>
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<td>Strong administrative and organisational skills</td>
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<td>Ability to work under pressure and with tight deadlines</td>
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<td>Proven ability to multi-task and keep track of several projects running in parallel</td>
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<td>Advanced computer and IT skills, including literacy in Word, Excel, Access, PowerPoint and Outlook</td>
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<td><strong>Desirable</strong></td>
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<td>Experience or knowledge of working with not-for-Profit Organisations</td>
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Experience in remote team support in several countries
Interest in and commitment to sustainability
Experience of working in a small organisation

Working Arrangements

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

The successful candidate will receive an open-ended employment contract, with a 3-month initial trial period.

Applications:

Interested applicants with the required attributes are asked to fill this form Questionnaire_BCI_FA_JD and to send, in English, a detailed CV and a brief motivation letter (2 pages maximum) to BCI by email at: recruitment.india@bettercotton.org latest by Midnight IST, 21st March 2021.

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview 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.