

# General Accounting Senior Coordinator

Post Announcement

Type of contract: Temporary - Fixed term (6 months)

**Starting date:** Asap  
**Contract Type:** 60% - 100% FTE, 6-month contract  
**Salary:** CHF 78,000  
**Location:** Geneva  
**Application closing date:** 23 April 2021



## Description

The Better Cotton Initiative (BCI) — a global not-for-profit organisation — is the largest cotton sustainability programme in the world. The Better Cotton Standard System is BCI's holistic approach to sustainable cotton production, covering all three pillars of sustainability: social, environmental and economic.

In the 2018-19 cotton season, together with our partners, BCI provided training on more sustainable agricultural practices to 2.3 million farmers from 23 countries. BCI is truly a joint effort, encompassing organisations all the way from farms to fashion and textile brands to civil society organisations driving the cotton sector towards sustainability. Thanks to BCI partners and members' support, Better Cotton now accounts for 22% of global cotton production.

## About the Role

BCI is looking for an experienced accountant, a rigorous and process-focused individual with comprehensive knowledge of working in Switzerland, to support with general accounting. This role will report to the General Accounting Manager (GAM).

The position is in the Finance Team. The role will support GAM to deliver all general accounting routines.

This position requires that deadlines be adhered to. The role will support many accounting activities, including general ledger preparation, weekly and monthly routines, quarterly close and year-end audit preparation.

The General Accounting Senior Coordinator will be an integral part of the Finance team. They will need to work with staff across the organisation and should be able to support with strong interpersonal communication skills both written and verbal.

## Responsibilities

- » Support General Accounting Manager to deliver accounting routines to maintain accounting system up-to-date.
- » Deliver an accurate and timely monthly and quarterly close in collaboration with Account Payable Officer (APO) and Bank Processing Officer (BPO).
  - Accounts payable process/account reconciliations
  - Accounts receivables/account reconciliations
  - Cash and Bank Accounts Process
  - General Journal process
  - Salary Booking Process (Payroll booking)

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- » Maintain compliance with Swiss accounting standards.
- » Deliver external invoices process/payments runs in collaboration with APO and ensure compliance with BCI processes.
- » Maintain accurate allocation of expenses in collaboration with APO.
- » Provide support for Monthly Expenses Report Process, countries expenses reports recording in the accounting system.
- » Look for misallocations, highlight spending anomalies to GAM.
- » Provide guidance to BCI staff to ensure compliance with Finance processes.
- » Review VAT Quarterly returns prepared by APO (Tax Process) and to be submitted to GAM for approval.
- » Support with year-end close and annual statutory audit preparation and fieldwork.
- » 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:

- Recognised diploma in Accounting, Finance, or Business Administration.
- 6+ years of relevant experience in accounting, familiar with Swiss GAAP.
- Experience working with an ERP or accounting package.
- Strong attention to detail, strong analytical and organizational skills.
- Experience of working for a global organisation.
- An ability to thrive in a dynamic, changeable environment.
- Demonstrated interest in sustainability and working in a not-for-profit environment.
- Excellent time management and organisational skills and ability to meet deadlines.
- Strong interpersonal skills and the ability to work effectively within a collaborative team.
- Ability to work both independently and as part of a team.
- Good communication skills in English: orally and written.
- Ability to work with diverse groups of people in a multicultural and team-oriented environment.
- Excellent levels of IT literacy, to include: MS Word; MS PowerPoint; MS Excel; MS Outlook as well as experience working with CRM systems.
- Enjoys learning, innovating and taking on a challenge.

## Working Arrangements

The position is 60% - 100% (24 - 40 hours per week). BCI offers flexible working hours, with core hours being 10am – 4pm and the option to work from home one day per week.

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### Applications

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (1-page maximum), in English, by email [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: " General Accounting Senior Coordinator" by 23 April 2021.

Please note that applications will be considered on a rolling basis, and interviews will be held at the earliest opportunity. Therefore, early submission is recommended.

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.