

# Finance Assistant Accounts Payable

Post Announcement

Type of contract: Open-ended

**Starting date:** As soon as possible

**Contract Type:** 1 year contract

**Salary:** CHF 48,000

**Location:** Geneva

**Application closing date:** 9am, 31<sup>st</sup> May 2021



## 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.

This is an exciting time to join the organisation as we transition to our new ambitious 2030 strategy and increase our profile, impact and reach so we can make Better Cotton a sustainable mainstream commodity; we want to transform the market and make cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future.

BCI has a fantastic opportunity to offer a young professional a year-long contract, in which they will support the BCI global Finance Function. We are looking for an enthusiastic and energetic individual who is eager to make a difference. This will be a position that you can truly make your own, and where you will play a key role in supporting the daily operations of the organisation and its people. You will support Teams across the organisation throughout their employment lifecycle and in the achievement of their objectives.

The Finance Accounts Payable Assistant who will be responsible for providing support to the Finance Team, under the line management of the Finance Account Payable Officer. The young professional will also have significant opportunity for personal and career development, with great opportunity for exposure to the operations of an international not-for-profit organisation. The post holder will regularly collaborate with staff in China, India, Pakistan, Mozambique, Burkina Faso and the United States. There will be opportunities for learning, including from other functions within BCI by attending regular internal training sessions from functions across BCI.

## Responsibilities

### **Account Payable Process**

- Support with the management of BCI Accounts Payable generic emails.
- Support with documents collection for account payable process.
- Prepare payable invoices in BCI accounting system (FinancialForce invoice scan process for step 1 to 3).
- Support with expenses report process (cash in transit) for bookkeeping in BCI accounting system (FinancialForce).
- Support with cash matching for countries suppliers accounts.

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- Prepare monthly salaries journals and submit them in FinancialForce.
- Support with Creditors accounts reconciliation (As of Aging Creditors process).

## Other Finance Support

- Support Budget Holders to manage their budget by providing financial information on project.
- Assist with any other financial matters, upon request.

The candidate will also have the opportunity to shape their own workplan, with options for research and the ability to support on their interest areas.

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

| Skills, Knowledge and Experience  |
|---|
| <b>Essential</b>  |
| Educational background in finance and accounting. A part-qualified accountant, or someone looking to work whilst studying for an Accounting qualification would be encouraged to apply. |
| Knowledge of Microsoft 365 package (Outlook, Word, Excel, Sharepoint) or ability to pick it up promptly   |
| Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude  |
| Strong administrative and organisational skills   |
| Ability to work under pressure and multi-task as required   |
| Ability to work independently and to take initiative  |
| Advanced computer and IT skills, including literacy in Word, Excel, Access, PowerPoint and Outlook  |
| Fluent English: BCI's language of operation is English  |
| <b>Desirable</b>  |
| Interest in and commitment to sustainability  |
| Ability to quickly become proficient in new software  |

## Working Arrangements

The position is full-time (40 hours per week) and will be based in our London/Geneva offices. 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 (1 page maximum), in English, by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: "Application Finance Accounts Payable Assistant" by 9 am 31<sup>st</sup> May 2021 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

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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.