

# Senior General Accounting Coordinator

Post Announcement

Type of contract: 1 year with possibility of extension



**Starting date:** As soon as possible

**Contract Type:** FTE

**Salary:** CHF 85,000 / £47,000

**Location:** Geneva, Switzerland or London, UK

**Application closing date:** 11.59 pm (BST) 19 September 2021



## Description

The Better Cotton Initiative (BCI) — a global not-for-profit organisation — is the most extensive 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 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 general accounting. This role will report to the General Accounting Manager (GAM).

The Senior General Accounting Coordinator supervises two direct reports. The role will be responsible for managing the Senior Finance Officer and the Bank Processing Officer to ensure work is completed quickly and accurately. In addition, the role needs to ensure all general accounting records are reviewed and controlled comprehensively.

The role will support GAM to deliver all general accounting routines and requires that deadlines be adhered to. This position will support many accounting activities, including general ledger preparation, weekly and monthly routines, quarterly close, year-end audit preparation and consolidation of overseas legal entities. The General Accounting Senior Coordinator will need to work with staff across the organisation and should be able to support with strong interpersonal communication skills, both written and verbal.

The ideal candidate is a self-starter, enjoys collaborating with people across the organisation, and embraces a dynamic environment.

## Responsibilities

### General Accounting and Reporting

- » Responsible for accounting operations (accounts payable/receivable, cash and bank accounts, general journal, and payroll processes), maintain compliance with accounting processes and international accounting standards.
- » Ensure that the accounting system is maintained up to-to date, maintain the accuracy of financial information to enable accurate and timely internal reporting.

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- » Work with GAM to continue maintaining and developing organisation accounting systems and processes to ensure they remain appropriate as BCI evolves. Ensure that these are clearly documented.
- » Support with cash management monitoring; be responsible for external invoices processing and payment runs, considering multiple currencies, including the relationship with BCI banks.
- » Ensure appropriate costs allocation to projects, including donor-funded projects. Liaise with Senior Grants Accounting Coordinator as and when required to ensure these allocations align to different donor rules.
- » Develop and maintain accounting principles, practices and procedures. Continually reviews work practices and policies for better operational efficiency. Work with GAM to improve systems and procedures to automate manual processes to drive efficiency gains and ensure appropriate financial controls.
- » Guide country teams to ensure accurate financial reporting for appropriate accounting and that controls are in place in regional offices.
- » Support country teams to deliver reporting to align to International Accounting Standards.
- » Provide financial advice on the Finance processes to the broader BCI team. Support with the training of staff and communicate clearly when these are changed.
- » Produce financial reports. Using these reports, proactively review them to gain insights into areas for concern, developing trends, then raise these to the GAM's attention. Together with the GAM, propose solutions to mitigate organisational risk and develop implementation strategies.
- » Responsible for maintenance of financial documentation, archiving and filing management for Swiss legal entities.

## Statutory compliance

- » Maintain compliance with legal requirements and Swiss tax legislation and with BCI tax process, directly manage corporate tax and VAT obligations in Switzerland.
- » Support countries Finance teams to ensure adherence to local statutory and taxation requirements.
- » Ensure the preparation of the annual statutory audit. Support country and function leads to coordinate audit fieldwork.
- » Prepare BCI financial statements, including broader work for the consolidation with BCI related parties.
- » Undertake all other duties that the line manager may determine, which is compatible with the job description.

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

Skills and Knowledge
<i>Essential</i>
Recognised Diploma in Accounting, Finance, or Business Administration.
6+ years of relevant experience in accounting within an international organisation, familiarity with Swiss GAAP.

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Good knowledge of Swiss tax and Finance legislation
Experience working with sophisticated ERP systems or other integrated accounting packages.
Comfortable dealing with numbers and tables
Self-starter with strong attention to detail, strong analytical and organisational skills.
Experience of working for a global organisation.
Excellent time management and ability to meet deadlines.
Ability to work both independently and as part of a team.
Strong interpersonal skills and the ability to work effectively within a collaborative team.
Good communication skills in English: orally and written.
<b><i>Desirable</i></b>
An ability to thrive in a dynamic, changeable environment.
Ability to work with diverse groups of people in a multicultural and team-oriented environment.
Excellent levels of IT literacy, including MS Word; MS PowerPoint; MS Excel; MS Outlook, SharePoint and experience working with CRM systems.
Enjoys learning, innovating and taking on a challenge.
Demonstrated interest in sustainability and working in a not-for-profit environment.

## Working Arrangements

The position is 100% (40 hours per week). BCI offers flexible working hours, with core hours being 10 am – 4 pm 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 [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with the subject: "Senior General Accounting Coordinator" by 19 September 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.