

# Grants Accounting Coordinator

Type of contract: Fixed term

**Starting date:** As soon as possible  
**Contract Type:** 18 month contract  
**Salary:** £35,000 to £37,000 or  
CHF 70,400 to CHF 74,200  
depending on skills and experience  
**Location:** UK (London) or Switzerland (Geneva)  
**Application closing date:** 11.59 pm (BST) 14 September 2021



## Description

BCI is seeking a motivated, experienced and process-focused individual with finance experience to monitor and report the accounting activities for funding received by the organisation from major donors. The preferred candidate will demonstrate experience in reporting on external grants and will be comfortable working as the central finance contact for the relevant project teams.

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 has been awarded two grants from GIZ, a German government agency, to fund cotton programmes in India and Uzbekistan. This role will work closely with the project teams for these two programmes, as well as with the donor, to ensure the programmes are delivered within budget and in accordance with the grants' conditions.

The position is in the Finance Team and is 80% focused on the GIZ grant funded programmes and 20% focused on BCI's other grants. This role will report to the Senior Grants Accounting Coordinator. If BCI secures contracts with other major donors in the future this role will be expected to adapt to report on these grants.

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

## Responsibilities

### GIZ grants (80%)

Ensure financial management of GIZ grants in coordination with the GIZ project teams and Senior Grants Accounting Coordinator.

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- Ensure compliance with GIZ's donor requirements, rules and regulations, and internal and external deadlines.
- Prepare accurate, timely quarterly financial reports as per donor's requirements.
- Maintain accurate accounts and allocation of expenditure, ensuring adequate supporting documents for all expenditure.
- Monitor grant expenditure in collaboration with the Project Coordinator and highlight variances to the Project Coordinator.
- Prepare funding requests to the donor and monitor grant income.
- Work closely with the GIZ project team to ensure that required procurement processes are followed.
- Provide support and guidance to budget holders on monitoring the project budget and forecasting.
- Participate in monthly project team meetings and act as the primary contact with the donor and project partners about financial matters.
- Provide guidance and direction to BCI staff and project partners to ensure compliance with donor's requirements.
- Provide support in financial donor audit, prepare all the documentation and coordinate project audit.
- Follow-up on audit recommendations and corrective actions.

## Other grants (20%)

Support with the financial management of BCI's other grants.

- Allocate staff costs to grant-funded projects based on timesheets.
- Ensure timesheets for grant-funded projects are completed correctly and promptly.
- Support with maintaining accurate accounts and allocation of expenditure for grant-funded projects.
- Review financial clauses of new supplier contracts for grant-funded projects.
- Provide support with year end processes and statutory audit.
- 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:

<b>Skills, Knowledge and Experience</b>
<b><i>Essential</i></b>
Recognised Diploma in Accounting, Finance, or Business Administration
Comfortable dealing with numbers and tables
Close attention to detail and accuracy, strong analytical and organisational skills
Excellent command of Excel and literacy in Word, PowerPoint and Outlook
Bookkeeping and Accounting : experience in a finance support function
Experience working with an ERP or accounting package
Produce internal reports on the financial situation of the project
Demonstrated experience in grants financial management and compliance with contracts (in particular with donors contracts)
Demonstrated experience in financial reporting to donors

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Experience in audit preparation and coordination
Experience of working in both not-for-profit and profit-making organisations
Fluency in English, both written and spoken, with attentive listening abilities and able to communicate clearly and concisely
Flexibility, initiative, ability to work autonomously and to manage workload to deliver work to deadline
Excellent interpersonal and teamwork skills, with a service-oriented attitude
<b>Desirable</b>
Experience working with international organisations
Aptitude for manipulating data with computer systems
Advanced computer and IT skills
Good command of spoken German
Ability to work in a multicultural environment with respect for diversity
Interest in and commitment to sustainability

## Working Arrangements

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

Travel may be required (10-15%).

## Applications:

Interested applicants with the required attributes are asked to send a detailed CV (3 pages maximum) and a motivational letter (2 pages maximum) by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: "Application Grants Accounting Coordinator" by 11.59 pm (BST) on 14 September 2021 at the latest. We will be reviewing applications on a rolling basis and may close for applications earlier than the advertised date.

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 managing natural, human and financial resources.