

# Fund and Grant Finance Manager

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**Starting Date:** 01.01.2022

**Contract type:** Open-ended, permanent

**Salary:** CHF 90,550 or £48,350 (depending on skills and experience)

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

**Application closing date:** Midnight 30.11.2021

## Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

## About this role

The Better Cotton Growth and Innovation Fund (Better Cotton GIF or the Fund) is a global programme designed to support BCI in achieving its goals and reaching cotton farming communities that need the most support. The focus of the Fund is a field-level investment. The Fund invests in sustainable farming practices, training and capacity building, data collection and research to benefit farmers and the environment.

Better Cotton is seeking an experienced Finance Manager that will hold a crucial role within this growing organisation. The role will oversee the financial management of field funding to help us deliver maximum impact for Cotton Farmers. The role will oversee the general accounting for the fund and monitor spend and projections of our partners as well as project budgets, ensuring that disbursements are made in line with donor requirements. In addition, the role will support the team in continuously monitoring and reporting on partners' financial risks.

The role will be in a matrix reporting structure, reporting to the Senior Finance Manager and the Director of the Fund. The Finance Fund manager will supervise a team of 2 that will support the financial management of the Fund.

## Responsibilities

### **Fund governance and compliance**

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- Manage all financial compliance requirements, including governance, tax, relevant regulations and due diligence of partners
- Manage audit requirements for the Foundation, including donor audits
- Oversee the project audits, ensuring there is coordination between project auditors and Fund auditors. Ensure these audits have an appropriate scope and are performed by independent auditors
- Agree with the programme team on project audits' scope and incorporate these into the contracting process to ensure adequate assurance for our funders that funding is utilised to deliver the mission
- Support the Director of Finance & Operations with financial reporting to the Fund's Board for all financial matters
- Support the Director of Finance & Operations with the development of appropriate financial policies to safeguard the financial management of the Fund
- Set up efficient and effective financial control systems
- Maintain a continuous risk assessment to identify and manage key financial and compliance risks impacting the Fund

### **Financial management and accounting**

- Oversee general accounting operations for the Fund and maintain accurate accounting records
- Manage all day-to-day financial transactions for both income and expenditure
- Monitor financial controls, enhance the accuracy of The Fund's reported financial results, and ensure that reported results comply with generally accepted accounting principles
- Manage timely cash disbursement to field partners and other fund recipients
- Support management to prepare cash flow forecasting to support fund investment, including potential impact investment
- Produce monthly management financial accounts and undertake reviews with Fund's management team highlighting any financial risks
- Work with the programme management team to undertake financial due diligence on grant applicants
- Support treasury management (e.g. management of bank accounts), and investment strategy

### **Financial reporting**

- Support the budget development, preparation of forecasts, annual plans and cash flows and donor reporting (when relevant)
- Draft any statutory financial reporting in compliance with International Accounting Standards
- Together with the Fund team, review recipients' financial reports and clarify significant variances to approved spending with partners
- Develop processes with the fund team to approve reallocations of project budgets when project plans change
- Prepare management accounts for Fund's governing bodies

- Support relationships with external stakeholders (banks, lawyers, tax advisors) to access specialist knowledge and advice

## Profile

The selected candidate will have the following skills, knowledge, and experience:

<b>Skills, Knowledge and Experience</b>
<b><i>Essential</i></b>
Recognized Diploma in Accounting, Finance or Business Administration
Significant demonstrated experience in finance management of an international Foundation /donor-funded organisation is a crucial requisite
Excellent understanding of restricted funds and their financial management in a non-profit setting.
Experience working with sophisticated ERP systems or other integrated accounting packages
Strong grasp of balance sheet items and experience in overseeing control accounts and balance sheet reconciliations
Attention to detail, highly numerate and able to post relevant companies' data accurately.
Good understanding of financial control in an international setting with overseas projects and funding arrangements.
Good understanding of working with multiple bank accounts in various currencies.
Excellent time management and ability to meet deadlines.
A proactive, hands-on manager who will have responsibility for Fund's accounts
Ability to work both independently and as part of a team.
<b><i>Desirable</i></b>
Have held similar roles supporting international projects for charity/not for profit organisation
Experience in working with third-party service providers, professional and technical advisors.
Ability to make complex and time-sensitive decisions in the best interests of the organisation.

## Working arrangements

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

The position may require travel to certain countries under your remit (approximately 1 one week long haul trips) and short-haul travel within Europe (around three short-haul trips).

## Applications

Interested applicants with the required attributes are asked to send a detailed CV (3 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org)



with the subject: "Application Fund Finance Manager" by November, 30th 2021 at the latest.

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

Better Cotton 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.

Better Cotton is an equal opportunities employer committed to good practice and transparency in the management of natural, human and financial resources.

Application deadline: **30<sup>th</sup> November 2021**