

Fund Finance Officer

Starting Date: ASAP

Contract type: Full-time, Permanent

Salary: £30,100 or CHF 64,400

Location: London, UK or Geneva, Switzerland

Application closing date: Midnight 30.01.2022

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

BCI is seeking a Fund Finance Officer. This role is to support the accounting for the BCI GIF Foundation created in 2016. The Foundation supports farming communities with grants to implement the Better Cotton Standard. A third party had previously performed the accounting and fund management of the Foundation. In 2022 we will be bringing this role into the house.

This attractive new role will support the Fund and Grant Manager in all aspects of accounting, financial reporting, budget management. It will also require liaison with the recipients of grants to ensure their financial reporting is aligned to best practices. The role will be responsible for inputting most of the accounting records into our accounting system and hence require solid financial knowledge.

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

Responsibilities

- Support recipients of grants with requirements and processes to ensure compliance with the Foundation's policies.
- Maintain records of all financial transactions for both income and expenditure
- Deliver accounts reconciliation
- Track and keep records of fund disbursements contracted to our partners and payments for all the Foundations financial commitments.
- Prepare monthly financial reports and support with the year-end and quarterly close processes.

- Process timely payable invoices ensuring correct approval processes are followed. Ensuring invoices are correctly coded and comply with procurement requirements and accounts payable and international payments procedures are followed.
- Assist to fulfill taxation obligations
- Process the accounting for grant allocations in consultation with the programme team, the development team and the Fund and Grant Finance Manager.
- Support the Senior Grant Accounting Coordinator to produce accurate financial reports for institutional funders, as per schedules agreed in individual grant agreements and ad-hoc at the request of the Fundraising and Development team.
- Assist the Grant and Fund Finance Manager in preparing the annual budget and forecasts during the year and reporting to the Governance bodies of the FIIC.
- Support the Grant and Fund Finance Manager with periodic financial reporting, budget monitoring and audit preparation.
- Support with the processing of bank payments to donors, prepare monthly reconciliation of general ledger accounts, including all bank accounts.
- Liaise with banks as required
- To keep up to-date on potential risks of bribery, fraud corruption and misuse of funds and keep up to date in these matters
- Assist with any other financial matters upon request.

Profile

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

Skills, Knowledge and Experience
<i>Essential</i>
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Confident computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook, ERP and CRM experience (SalesForce an asset)
<ul style="list-style-type: none"> • Fluency in English, both written and spoken, with attentive listening abilities and the ability to communicate clearly and concisely.
<ul style="list-style-type: none"> • Proven ability to work with globally dispersed teams and different cultures, strong relationship building skills and service-oriented attitude
<ul style="list-style-type: none"> • Proven ability to multi-task and keep track of several projects running in parallel
<ul style="list-style-type: none"> • Self-starter that can work autonomously and adapt to changing priorities.
<ul style="list-style-type: none"> • Analytical and problem-solving skills.
<i>Desirable</i>
<ul style="list-style-type: none"> • Experience supporting financial audits
<ul style="list-style-type: none"> • Experience in supporting grants management
<ul style="list-style-type: none"> • Experience working with or for Foundation
<ul style="list-style-type: none"> • Interest in and commitment to working with farming communities

Working arrangements

The position is full-time (40 hours per week) and based in the Geneva or London Office. BCI offers flexible working and will consider applications for individuals who seek a part-time role 70-80%.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to Better Cotton by email with the subject "**Application For Fund Finance Officer**" to: recruitment@bettercotton.org

Application deadline: 30 January 2022

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in managing natural, human, and financial resources.