

# Finance & Operations Coordinator - Uzbekistan

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**Starting Date:** As soon as possible

**Contract type:** One year – with potential for renewal

**Salary:** Competitive salary (commensurate with experience)

**Location:** Tashkent, Uzbekistan

**Application closing date:** Monday 10<sup>th</sup> April 2023 – 6.00pm Tashkent Time

## 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 26 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.

Uzbekistan is the sixth largest cotton producer in the world. Over the recent years Better Cotton has been actively supporting International Finance Corporation (IFC) and Deutsche Gesellschaft fuer International Zusammenarbeit (GIZ) GmbH projects piloting the Better Cotton Standard System (BCSS) in Uzbekistan. Following widespread reform of Uzbekistan's cotton sector, and the lifting of the Uzbek Cotton Pledge, Better Cotton has recently opened a formal programme and is establishing a Branch Office in Tashkent.

## About this role

We are searching for a skilled and hands-on Finance and Operations Coordinator – someone who can work well in a fast-paced, international not-for-profit setting. You will be charged with establishing appropriate financial, operational and administrative systems and structures in our Tashkent office in line with Better Cotton global guidelines and in compliance with relevant country legislation. Your role will involve many different aspects including finance, governance, human resources, logistics and procurement.

To ensure the smooth running of the Uzbekistan Branch Office, you will support and report to the Country Manager to support the delivery of the Better Cotton Strategic Plan and in particular the Uzbekistan Country Plan. You will maintain close working technical relationship with the Global Senior Finance Manager for finance management and reporting related matters and with the Global Operations Manager for procurement and office management activities.

If you are passionate about supporting the smooth delivery of Better Cotton's programme in Uzbekistan and highly efficient, give us a chance to meet you.

## Areas that play to your strengths

*(All the responsibilities we'll trust you with)*

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**For the accounting, financial controls and treasury management, you will:**

- With support from the Global office, establish appropriate accounting systems and processes for the Uzbekistan Branch Office in accordance with national law including opening a local bank account.
- Prepare and submit cash advance requests in line with global policies and processes, ensuring sufficient availability of funds in country
- Organise and prepare in-country payments to local suppliers
- Maintain accurate and reliable accounting records in accordance with national legislation and Better Cotton's global policies and procedures
- Deliver monthly, quarterly and year-end reconciliations and processes in a timely manner.
- Support the accounting consolidation process for reporting and for the Financial Statements
- Ensure the financial systems and processes provide adequate financial controls over the actions and resources of the organisation, and remain appropriate as the organisation evolves
- Lead process improvement at country level ensuring compliance with local requirements,
- Support the global Finance team with the development of appropriate financial policies and procedures when required
- Perform financial risk analysis, which involves measuring, managing, and disclosing to the global team any financial risks that may threaten the Uzbekistan Branch Office operations

**For the Compliance and Reporting, you will:**

- Manage local reporting requirements, preparation and timely filing of required returns – including all required reporting to the Ministry of Justice, Tax Committee, Statistics Committee and other national authorities in Uzbekistan
- Ensure reported results comply with international generally accepted accounting principles.
- Ensure expenditure and income reporting complies with relevant regulations, including anti-corruption and anti-money laundering rules in a local and global context
- Prepare accurate and timely monthly reports to the global office in line with organisational processes
- Manage annual statutory audit preparation and reporting, working closely with statutory auditors.
- Ensure that all staff costed into donor-funded projects are submitting timesheets in accordance with their budgeted time allocation and in line with organisational processes
- Support to the global Grants Accounting Team to ensure grants accounting and finance adhere to contract requirements and ensure supporting approval processes are complied with.
- Provide all necessary information and support to the global Grants Accounting Team to ensure timely and accurate financial reporting to donors on all grant funded expenditure in Uzbekistan
- Support the donor reporting and donors' audits, working closely with the global Grants Accounting Team
- Ensure that Better Cotton's Branch Registration remains up-to-date and operational and that Branch Office operations are aligned with national legislation, including compliance with tax legislation

**For Budgets and Forecasting, you will:**

- Support the wider team with developing accurate budgets and reforecasts for the Uzbekistan Branch Office and programme
- Work in close collaboration with the Country Office manager to develop budgets for donor proposals that accurately reflect operating costs in Uzbekistan
- Ensure that the Uzbekistan Branch Office team are familiar with, and confident using Better Cotton's budgeting and expenditure management tools and processes
- Monitor the country budget and perform variance analysis, and manage the reporting schedule

### For Human Resources administration, you will:

- Work in collaboration with global HR team to ensure good management of Uzbekistan Branch Office staff in line with Better Cotton's global policies and processes
- Process the payroll for the Uzbekistan Branch (in-house or with external payroll provider) for every pay period in a timely and accurate manner;
- Maintain payroll processing system and records by gathering, calculating, and inputting data and ensuring staff are enrolled under all compulsory and Better Cotton optional benefits (e.g. social security, pension scheme, tax at source);
- Provide practical support with recruitment including posting job adverts, organising interviews, and supporting with contracting of new staff
- Provide all new recruits to the Uzbekistan Branch Office with a comprehensive introduction to financial and operational systems and processes
- Plan and provide administrative and logistics support for inductions and appraisals to ensure compliance with national legislation and Better Cotton guidelines;
- Maintain and update HR policy and guidance documents under the supervision of the Country Manager, Uzbekistan and in alignment with global policies and processes

### For Operations and Office Management, you will:

- Oversee day-to-day management of the office and office facilities including managing the landlord and ensuring facilities are appropriate to the needs of the Uzbekistan Branch Team and represent good value for money
- Manage office and IT supplies, including purchase and set up of laptops and workstations for new starters in accordance with Better Cotton Global guidelines
- Provide logistical support to visiting staff and consultants from other countries
- Provide practical support with organisation of annual multistakeholder event, quarterly stakeholders meetings, workshops, trainings, etc
- Ensure that all staff in the Uzbekistan Branch are familiar with and following Better Cotton's procurement processes and policies and operating in line with donor procurement guidelines where appropriate
- Provide practical and administrative support with procurement (whilst ensuring appropriate segregations of duties is maintained), liaising with the Global Operations Manager as necessary
- Provide practical support with conducting due diligence on programme partners in Uzbekistan

## About your skills, knowledge and experience (proven performance in)

Qualifications, Skills & Knowledge
<i>Essential</i>
<ul style="list-style-type: none"> <li>• Qualification/Degree in Business Administration, Accounting or Finance – ideally an Accountancy Certification</li> </ul>
<ul style="list-style-type: none"> <li>• Strong knowledge of applicable accounting and labour standards and legislation</li> </ul>
<ul style="list-style-type: none"> <li>• Familiarity with ERP systems such as 1C</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of developing and managing budgets</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrable knowledge of legal and statutory requirements relevant to not-for-profit organisations operating in Uzbekistan – ideally gained from within a similar role</li> </ul>
<ul style="list-style-type: none"> <li>• Have excellent organisation skills with the ability to structure processes and set up efficient systems to support Better Cotton Uzbekistan branch office operations.</li> </ul>

<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills - with the ability to communicate in English, Uzbek and Russian. However, fluency in all three languages is <u>not</u> essential</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent IT skills, including confidence with Microsoft Office 365</li> </ul>
<ul style="list-style-type: none"> <li>• High level of integrity; ability to handle confidential and sensitive information with discretion</li> </ul>
<ul style="list-style-type: none"> <li>• Flexible approach to work with a willingness to carry out administrative tasks as required</li> </ul>
<ul style="list-style-type: none"> <li>• Proven analytical and problem-solving skills</li> </ul>
<ul style="list-style-type: none"> <li>• Self-starter able to work autonomously and adapt to changing priorities</li> </ul>
<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Strong ethics and reliability spirit</li> </ul>
<ul style="list-style-type: none"> <li>• Strong relationship building skills and service-oriented attitude</li> </ul>
<b>Experience</b>
<i>Essential</i>
<ul style="list-style-type: none"> <li>• Significant relevant working experience at a senior level in a finance or accounting role</li> </ul>
<ul style="list-style-type: none"> <li>• Solid experience of setting up and maintaining accounting and financial systems and processes</li> </ul>
<ul style="list-style-type: none"> <li>• Payroll management experience</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of supporting or leading, logistics and/or operations within a busy office</li> </ul>
<ul style="list-style-type: none"> <li>• Emerging leadership skills, experience of working independently and taking responsibility for specific areas of work within a finance function</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of collaborating effectively across different teams and cultures</li> </ul>
<ul style="list-style-type: none"> <li>• Interest in and commitment to sustainability</li> </ul>
<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Experience of leading financial mgmt. at an organisational level</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working in the not-for-profit sector</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of managing and reporting on grant funding from international donors</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of leading or supporting procurement activities in line with international best practice</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of ensuring compliance with INGO registration and reporting requirements in Uzbekistan</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of establishing financial systems and processes in a new entity, or supporting their development in a rapidly growing entity</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working in an international organisation and working collaboratively with teams in other countries</li> </ul>

## Working arrangements

This is a full time (40 hours per week) position. The successful candidate will receive a one-year contract with Better Cotton, with a three-month initial probationary period. The role will be a full-time office based role. Office attendance is required 5 days a week.

Limited national, regional, and international travel may be required.

## What makes us different?

- The chance to contribute to transforming the cotton sector and helping cotton communities survive and thrive, while protecting and restoring the environment
- A flexible work environment with colleagues from 14 countries
- The opportunity to become part of a growing business that pushes you to excel every day while having a positive impact on others and on the planet

Think you've got what it takes?

## Apply now

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 [via this form](#).

**Application deadline:** Monday 10<sup>th</sup> April 2023 – 6.00pm Tashkent Time

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what excites you about this role and why you think your next opportunity is here with us.

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

Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution.