



Finance Coordinator - India

Starting Date: As soon as possible

Contract type: Full-time, open-ended contract

Salary: Competitive salary commensurate with experience

Location: New Delhi, India

Application closing date: Midnight, 31st March 2023

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

This position at Better Cotton office in India will report to the Finance and Operations Manager and will play a crucial role in accounting, financial management, reporting and other associated activities for India Office. Amongst others, this shall involve maintaining accounting systems, compliances, budgeting and reporting. The role will cover areas of finance and operations and will act as lynchpin between the global Better Cotton finance department and financial reporting activities for the Indian entity, working in close communications with global operations, as necessary.

To successfully deliver in this role, we are looking for a motivated and dynamic qualified chartered accountant with post qualification experience of around five years in finance and operations function, in an international not-for-profit or professional organization. The ideal candidate will have sound knowledge of accounting and financial management, related processes, operating accounting software, local legislations. She/he must be well versed with MS Office tools and must have worked with and implemented ERP systems and has extensive relevant experience in managing budgets and financial reporting. Ideally, applicants will be able to demonstrate experience in reporting and will be comfortable working in a local organisation as part of a global set up.

A high degree of organisation and professionalism, resourcefulness, and efficiency, as well as the ability to thrive in a fast-paced environment will be key. An interest in supporting efforts to create a most sustainable world will round off the profile. This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Whilst formally based in New Delhi, experience in working remotely with an ability to connect and build trusted virtual relationships is essential.

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Responsibilities

Financial Accounting, Coordination and Support:

- Undertakes BCI financial administration processes with specific responsibility for India office financial transactions and processes including payments, invoices, staff expense claims, field partners and other fund recipients, petty cash, entries into accounting software, preparing and sending out-going invoices, monitoring contracts, to ensure good financial management.
- Liaises with global finance team to ensure adherence to global guidance and requirements
- Supports Finance and Operations Manager in ensuring implementation of policies and procedures as laid down in their refinement and documentation, to ensure appropriate internal checks and controls.
- Provides requisite support in day-to-day accounting, financial management operations, reporting and compliances, as applicable.
- Maintains accounting systems and processes, contributes to identification and development of process improvements, as needed and provides requisite support into their implementation.
- Provides requisite support in financial reporting and record keeping for India Office and Better Cotton global finance team after ensuring compliances with rules and guidelines, as applicable.
- Conducts reconciliations – for bank, sub-ledgers, advances, accounts payables and receivables and support audits/reviews.
- Coordinates accurate collation of inputs and submits/files requisite reports to concerned authorities in timely manner.
- Ensures donors' accounting and finance requirements adhere to contract requirements and supports preapproval and approval processes in a timely manner.
- Analyses funds requirements, initiates recommendations for their withdrawal and timely requests for their receipts.
- Processes payroll disbursements and associated functions including tax, employment benefits etc in timely manner and in accordance with applicable rules and guidelines.

Budgeting (Preparation, Monitoring and Reporting):

- Coordinates budget development processes at country level, preparing budget reports and forecasts, periodical plans, variance analysis and other similar MIS reports in a timely manner.
- Supports, coaches and guides budget holders in budget establishment and monitoring activities.
- Contributes efficiently in timely reporting on financial data for global consolidation deadline and supports global Finance team with financial/donor reporting, as required.
- In collaboration with the Finance and Operations Manager, identifies areas of efficiency in budget and its monitoring process.

Other:

- Performs other tasks/duties as assigned by reporting supervisor.

Profile

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

Skills, Knowledge and Experience
<i>Essential</i>
Chartered Accountant/CPA/CMA with around 5 years' experience of supporting senior-level management in a financial and operational capacity with prior experience in similar position in a diverse and international environment
Strong understanding of Indian accounting standards and IFRS.
Strong work ethics with uncompromised integrity, honesty and trust
Knowledge of legal and finance compliance requirements and processes in India
Solid experience in finance and operations function in an international setting, ideally, in a not-for-profit or professional organization with overseas projects and funding arrangements
Fluency in Hindi and English, both written and spoken, attention to details and the ability to communicate clearly and concisely.
Familiarity with annual planning/reporting processes
High level of integrity; ability to handle confidential and sensitive information with discretion
<i>Desirable</i>
Demonstrated interest in sustainability and working in a non-for-profit environment.
Experience working in or for a multi-stakeholder initiative

We'd Love to See

- A team player with a positive 'can-do' attitude.
- A highly organized person with excellent attention to detail and comfortable handling confidential information
- Ability to multi-task and meet simultaneous tight deadlines
- A result driven person with strong initiative
- Energy and enthusiasm – has a sense of urgency
- Excellent communication, interpersonal and time management skills with the ability to quickly build effective relationships
- Ability to travel

Working arrangements

The position is full-time (40 hours per week) and will be based in New Delhi with attendance required over at least 4 days per week given the nature of this role. You are an Indian citizen or in possession of a valid work permit for India.

Better Cotton offers flexible working, with core hours being 10am – 4pm. Travel might be required on occasional basis.

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 and multi-cultural work environment.
- The opportunity to become part of a growing organisation 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?

Applications

Send us by or before midnight, 15th March 2023 a detailed CV in English and a brief cover letter (2 pages maximum) incorporating earliest availability for joining, last drawn and expected salary via [this link](#). 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 makes you tick and why you think your next opportunity is here with us.

Application deadline: Midnight, 31st March 2023

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 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