Compliance Coordinator

Starting Date: ASAP
Contract type: Fixed term (2 years renewable)
Number of positions: 2
Location: Delhi, India with some travel within the country
Salary range: Starting from INR 19,04,700 (Annual)
Application closing date: 30 June 2023

About this role

At Better Cotton we want to continue to increase the amount of monitoring and oversight of the Chain of Custody and supply chain. Alongside existing risks in the supply chain, we are introducing traceability into the Better Cotton Standard System which will mean new CoC requirements for suppliers and likely new procedures and practices in the trading and processing of cotton. With these changes come additional new integrity risks to be managed and this role will play a key part in ensuring assurance and helping to bring increased supply chain transparency and credibility.

Better Cotton is recruiting for a Compliance Coordinator who will work as part of a Compliance Desk Team mainly involved in assisting the integrity activities of the Better Cotton Chain of Custody programme including supplier screening and carrying out remote audits of transactions being entered into its online traceability system.

This role will report into a Senior Integrity Coordinator who reports to the Senior Manager, Chain of Custody and Supply Chain Integrity. The role is based in New Delhi, India, however the scope of the work may include global activities to mirror the scope of the overall Better Cotton Chain of Custody programme.

Responsibilities

The Compliance Coordinator will be responsible for delivering the following body of work:

1. **Conduct Remote Transaction Monitoring Audits for Better Cotton Supply Chain Actors**
   - Work as part of a wider Compliance Desk conducting remote transaction monitoring audits and proactively investigate irregular transactions detected via our Digital Platforms
   - Monitor outputs of the remote transaction monitoring audits and close out of any non-conformities
   - Ensure smooth reporting of audit outcomes using a dedicated tracking system.
   - Provide regular inputs to help improve the overall monitoring processes.
2. **Support assurance activities on the Better Cotton Chain of Custody Standard**

- **On-boarding process**
  - On-going support of the onboarding and screening of organisations to the new Chain of Custody Standard
  - Reviewing registration forms submitted by suppliers and communicating risk categories.
  - Responding to enquiries on the registration form via calls and emails.
  - Reviewing annual internal reviews submitted by supply chain organisations.
  - Follow up on actions required from the annual internal reviews.

- **On-going monitoring and assessments**
  - Support assurance activities to implement onsite 2nd party verification based on CoC Standard like follow up on closing of non-conformities (NCs) ensuring supporting evidence is appropriate, etc.
  - Support the wider compliance and integrity team in related tasks.
  - Assist wider supply chain team to follow up on closing of Minor NCs found during 3rd party verifications.

3. **Manage supplier communications related to the remote audit process.**

- Carry out supplier related communications needed to run a smooth remote audit process. Including but not limited to.
  1. Audit planning
  2. Execution of meetings in relation to the audit.
  3. Communication and follow up of any findings.
- Keep CRM and other data systems updated as required.
- Work with internal Membership & Supply Chain and Traceability Teams to ensure smooth execution of all tasks.

4. **Support verification of claims**

- With input from the line manager and Senior Manager (Member Claims), set up projects to verify claims of retailers and brands.
- Conduct reviews of retailer and brands claims and report on outputs of these reviews.
- Report on claims verification investigations in a timely manner and provide outputs to line manager and Senior Manager (Member Claims)

5. **Administration and support**

- Meticulous administration and attention to detail to ensure all member and supplier related documentation up to date and signed off as required.
- Assist in identifying improvements, efficiencies and updating all related process and training materials.
- Contribute to regular reporting, about the activities and performance of the Compliance Desk
- Attend and participate in regular team meetings.

The Compliance Coordinator is expected to carry out any additional ad-hoc tasks as planned and communicated by their line manager.
Profile

The selected candidate will have the following skills, knowledge, and experience: Candidates with some but not all the preferred attributes but strong related experience and enthusiasm for this challenge are encouraged to apply. For the right candidate training will be provided to fill knowledge or skill gaps.

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<tr>
<th>Skills, Knowledge and Experience</th>
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<td><strong>Essential</strong></td>
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<tr>
<td>Minimum 5 years of work experience</td>
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<td>Minimum 2 – 3 years of work experience in auditing, (textile industry is desirable)</td>
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<td>University degree, or equivalent higher education qualification, in a relevant field</td>
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<td>Demonstrated communication skills and adaptability</td>
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<td>Strong ethics and integrity</td>
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<td>Team player</td>
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<td>Able to multi-task and work with lots of information inputs and deliver in a timely fashion</td>
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<td>Comfortable working with global teams</td>
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<td>Excellent written and spoken English</td>
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<td>Strong organisational skills</td>
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<td>Able to work independently and is self-motivated</td>
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<td>Good IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel)</td>
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<td><strong>Desirable</strong></td>
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<td>Lead Auditor qualification</td>
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<td>Chain of Custody Auditing experience in the textile industry</td>
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<td>Experience in financial auditing</td>
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<td>Good understanding of local laws and policies</td>
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<td>Experience in standards and certification programmes</td>
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<td>Additional Language expertise</td>
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Working arrangements

The position is full-time (40 hours per week) and will be based in Delhi, India.

Travel may be required within the country. Better Cotton offers flexible working – staff are required to come to the Better Cotton Delhi office as per flexible working policy (currently minimum one week in every 6 weeks) and can work from home accordingly.

This role will report into a Senior Integrity Coordinator who reports to the Senior Manager, Chain of Custody and Supply Chain Integrity.

Roles will be hired through Better Cotton’s Employer of Record, Omnipresent.
Applications

Interested applicants with the required attributes are asked to apply through the below link;

Application for Compliance Coordinator

Application deadline:  Rolling – accepting applications now

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview 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.

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

About Better Cotton

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.

We work across all kinds of farm types, sizes, and geographies. It is crucial that these producers, and the Better Cotton they produce, can continue to access international markets in the face of changing regulatory and business expectations.