

# Accounts Payable Assistant

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**Starting Date:** As soon as possible  
**Contract type:** permanent contract, indeterminate  
**Location:** New Delhi, India  
**Salary:** Competitive salary commensurate with experience  
**Application closing date:** Midnight 26.11.2023

## About this role

Better Cotton is now seeking an enthusiastic, energetic and rigorous individual who is eager to make a difference. This will be a position that you can truly make your own, and where you will play a key role in supporting the daily operations of the organisation.

The Accounts Payable Assistant will deliver the payable invoices process, working closely with the Accounts Payable Team. The selected candidate will regularly collaborate with budget holders, procurement and other team members on an international level. There will be opportunities for learning by attending regular internal training sessions from functions across Better Cotton.

The position will report to the Finance Coordinator.

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

## Responsibilities

### Account Payable Process

- Process Better Cotton Accounts Payable generic emails on a daily basis.
- Create supplier accounts in Salesforce/Certinia (related with Procurement process), ensuring completeness of information.
- Support with documents collection for Account Payable process, working closely with Procurement Team and the different stakeholders.
- On a daily basis, prepare and process payable invoices in Better Cotton system to ensure accurate bookkeeping and costs allocation (Salesforce/Certinia invoice scan process for step 1 to 3).
- Submit invoices for approval on a weekly basis, ensuring there is no backlog (step 4 in salesforce/Certinia).

### Other Finance Support

- Support with the implementation of enhancement projects on Salesforce/Certinia.

- Assist with any other financial matters, upon request.

Beyond these specific responsibilities, the Accounts Payable Assistant is expected to carry out additional administrative activities as agreed with the Line Manager.

## Profile

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

Skills, Knowledge & Experience
<i>Essential</i>
Recognised qualification in finance and accounting.
At least 2 years of Relevant experience for the position.
Knowledge of Microsoft 365 package (Outlook, Word, Excel, SharePoint) or ability to pick it up promptly.
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude.
Rigorous, methodical, strong administrative and organisational skills.
Ability to work under pressure and multi-task as required.
Ability to work independently and to take initiative.
Fluent English: BCI's language of operation is English.
<i>Desirable</i>
Interest in and commitment to sustainability.
Ability to quickly become proficient in new software.
Experience in Salesforce/Certinia is an asset.
Salesforce user experience

## Working arrangements

The position is full-time (40 hours per week) and will be based in the Delhi, India. Better Cotton offers flexible working, with core hours being 10am – 4pm, 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.

The employment contract will be through our Employer of Record.

## What we offer

- Competitive salary
- The opportunity to work from anywhere in the world for up to one month per year

- Continuous learning and development
- Employees Provident Fund
- Medclaim and Life Insurances
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

## Applications

Interested applicants with the required attributes are asked to apply through the below link by midnight on 26<sup>th</sup> November 2023.

[Application for Accounts Payable Assistant](#)

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

## About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

## Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have 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. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

## 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. In the 2020-21 cotton season, through our network of field-level partners, our programme reached 3.9 million people, and 2.9 million farmers in 26 countries received training on sustainable farming practices. A fifth of the world's cotton is now grown under the Better Cotton Standard. We have brought together cotton industry stakeholders to drive our common goals, 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.

To learn more about Better Cotton's current work, please visit [this page](#) on our website.

## Our hiring process

If your profile matches our search, you will be contacted by the HR team:

Step 1 : To complete a written assignment and thinking skills written assessment online

Step 2: If you are successful in your written online assignment, you will be invited to the 1<sup>st</sup> interview with the hiring manager(s) and HR. Otherwise, you will receive an email to inform that you are not selected.

Step 3 : If you are successful in the 1<sup>st</sup> interview, but we still want to explore additional areas of your knowledge, skills and experience, you will be invited to attend the 2<sup>nd</sup> final interview.

Step 4 : If you are successful in the 2<sup>nd</sup> final interview, you will be asked to provide at least two references including one from your most recent manager/job.

Step 5 : If your references are satisfactory, you will receive an offer letter from HR. Otherwise, you will receive an email to inform that you are not selected.