

# Compliance Desk Officer

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**Starting Date:** ASAP

**Contract type:** Fixed term (1 year renewable)

**Location:** New Delhi, India with some travel within the country

**Salary range:** Competitive salary commensurate with experience

**Application closing date:** 30 November 2023

## About this role

At Better Cotton we are continuing to increase the amount of monitoring and oversight of how Better Cotton flows through 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 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 to the global cotton supply chain.

The role will look at screening and doing checks for new and existing companies interested to adopt the physical chain of custody models within their setups and supply chains.

## Responsibilities

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

- 1. Support the on-boarding of organisations into the Better Cotton Chain of Custody programme**
    - Screening organisations seeking to enter the programme for integrity risks
    - Reviewing supplier registration forms and submitted evidence
    - Responsible for answering enquiries on self-assessment via calls and emails
    - Developing, using and improving systems to track supplier enrolment progress
  - 2. Support assurance activities relating to the Better Cotton Chain of Custody Standard**
    - Review annual self-assessments submitted by supply chain organisations.
    - Following up on actions required from annual self-assessments, such as documentation requests, answering queries on the self-assessment process, and following up on corrective actions.
    - Support assurance activities to implement onsite 2<sup>nd</sup> party verification based on the CoC Standard, such as follow up on closing NCs, and ensuring supporting evidence is appropriate.
    - Support the wider compliance and integrity team.
    - Assist wider supply chain team to follow up on closing of Minor NCs founds during 3<sup>rd</sup> party assessments.
  - 3. Conduct Remote Transaction Monitoring Audits for Better Cotton Supply Chain Actors**
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- To work as part of a wider Compliance Desk conducting remote transaction monitoring audits and to proactively investigating irregular transactions detected via the Cotton Cloud or Digital Platform.
- Monitoring outputs of the remote transaction monitoring audits and ensuring effective close out of any non-conformities.
- Ensuring smooth reporting of audit outcomes using the dedicated tracking system.
- Provide regular inputs to help improving the overall monitoring processes.

#### 4. Team support

- Assist in updating the related process and training materials
- Support in supplier and site data cleaning on existing Better Cotton systems (Salesforce, Better Cotton Platform)
- Attend and participate in regular team meetings.

The Compliance Desk Officer 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.

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

Additional language expertise

## 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, 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.

This role will report into Senior Traceability Integrity Coordinator.

Roles will be hired through Better Cotton's 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;

[Application for Compliance Desk Officer](#)

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. 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.