

Budget and Reporting Officer

Starting Date: ASAP

Contract type: Full-time and open-ended

Salary: 30'100 GBP

Location: London

Application closing date: 16 February 2024

About the Job

The role holder will report to the Senior Budget and Forecast Coordinator within the Global finance and services team. The purpose of this role is to enable the organization to have accurate, timely and reliable budgetary and financial information. To achieve this, you will be involved in the budget process, in the development of reporting and monitoring tools and, more generally, in matters relating to the quality and analysis of financial data.

The Budget and Reporting Officer will engage primarily with all the budget holders within the organization and the teams responsible for revenue generation. They will need to communicate and work in close collaboration and consultation with the support function teams, which may involve external consultants. The expected result is smooth process delivery and integrated fit for purpose reports that are easily accessible in the financial IT system.

Your role and responsibilities

- Support the internal budgeting and planning process to meet the needs of the organisation and ensure its smooth running. Help with monitoring the schedule.
- Contribute to the development and redesign of reports and analyses of financial data with the aim of producing accurate, timely and reliable financial reports for decision-making and budget monitoring.
- Deliver quarterly and ongoing budget monitoring reports, facilitate forecasting, and provide analysis and controls.
- Ensure improving data quality and support to develop organisational financial key performance indicators to measure the economic impact.
- Contribute to the documentation of processes, including data quality and controls.
- Communicate, support and train budget holders to produce 3-year budgets to support the 2030 Strategy of the organization.
- Supports to monitor and forecast cash flow

Profile

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

Essential

- Bachelor's degree in international development, data and system or finance and accounting.

- 1 to 2 years professional experience in a similar role or scope of responsibilities.
- Proficiency in IT literacy, to include MS Word; MS PowerPoint; MS Excel; MS Outlook.
- An ability to manage time efficiently and meet deadlines in a dynamic, changeable environment.
- Clear communicator in English: orally and written.
- Good interpersonal skills and the ability to work collaboratively with diverse groups of people in a multicultural and team-oriented environment.

Desirable

- Certification in financial system such as Salesforce or Certinia is a plus.
- Experience working with systems and Database management.
- French language is an asset.

What we offer

- Competitive salary
- Hybrid working
- The opportunity to work from anywhere in the world for up to one month per year
- Flexible working, with core hours from 10 am to 4 pm local time
- Continuous learning and development
- Pension scheme
- 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.

Working arrangements

The position is full-time (40 hours per week) and will be based in London. Better Cotton offers flexible working, with core hours being 10 am – 4 pm and the option to work from home two to three days per week.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. Through our network of field-level partners 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 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 a 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.

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 by applying [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: 16.02.2024

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.