

Finance & Operations Coordinator

Starting Date: As soon as possible

Contract type: Full-time and open-ended

Salary: UZS 25m gross per month, according to skills and experience

Location: Tashkent, Uzbekistan

Application closing date: 9th February 2024

About the Job

We are searching for a skilled and hands-on Finance and Operations Coordinator – someone who can work well in a fast-paced, international not-for-profit setting. You will be charged with establishing appropriate financial, operational and administrative systems and structures in our Tashkent office in line with Better Cotton global guidelines and in compliance with relevant country legislation. Your role will involve many different aspects including finance, governance, human resources, logistics and procurement.

To ensure the smooth running of the Uzbekistan Branch Office, you will support and report to the Head of the Branch to support the delivery of the Better Cotton Strategic Plan and in particular the Uzbekistan Country Plan. You will maintain close working technical relationship with the Global Senior Finance Manager for finance management and reporting related matters and with the Global Operations Manager for procurement and office management activities.

If you are passionate about supporting the smooth delivery of Better Cotton's programme in Uzbekistan and highly efficient, give us a chance to meet you.

Your role and responsibilities

We are seeking a motivated Finance & Operations Coordinator to join our team. In this role, you will be responsible for these workstreams:

For the accounting, financial controls and treasury management, you will:

- With support from the Global office, maintain appropriate financial and accounting systems and processes for the Uzbekistan Branch Office in accordance with national law
- Monitor cash position, establish local bank relationships, and submit cash advance requests following global policies.
- Ensure timely payments to local suppliers and maintain accurate accounting records per national laws and global policies.
- Deliver monthly, quarterly and year-end accounting reconciliations and processes by following the calendar provided by the Global office
- Support the accounting consolidation process for Global Office reporting and Financial Statements
- Lead process improvement at country level ensuring compliance with local and organisational requirements, including supporting the global Finance team with the development of appropriate financial policies and procedures when required

- Perform financial risk analysis, which involves measuring, managing, and disclosing to the global team any financial risks that may threaten the Uzbekistan Branch Office operations

For the Compliance and Reporting, you will:

- Manage local reporting requirements, preparation and timely filing of required returns – including all required reporting to the Ministry of Justice, Tax Committee, Statistics Committee and other national authorities in Uzbekistan.
- Carry out internal and external reporting in line with internal guidelines; international best practice, and legislative requirements
- Manage annual statutory audit preparation and reporting, working closely with statutory auditors
- Working with colleagues from the global finance team, ensure that donor-funded expenditure and staff time allocations are recorded and reported on in accordance with contractual requirements and internal processes.
- Ensure that Better Cotton's Branch Registration remains up-to-date and operational and that Branch Office operations are aligned with national legislation, including compliance with tax legislation

For Budgets and Forecasting, you will:

- Support the wider team with developing accurate budgets and reforecasts for the Uzbekistan Branch Office and programme, and the
- Work in close collaboration with the Head of the Branch to develop budgets for donor proposals that accurately reflect operating costs in Uzbekistan
- Ensure that the Uzbekistan Branch Office team are familiar with, and confident using Better Cotton's budgeting and expenditure management tools and processes
- Monitor the country budget and perform variance analysis, and manage the reporting schedule

For Human Resources administration, you will:

- Work in collaboration with global HR team to ensure good management of Uzbekistan Branch Office staff in line with Better Cotton's global policies and processes
- Process the payroll for the Uzbekistan Branch for every pay period in a timely and accurate manner; keeping records and ensuring staff are enrolled under all compulsory and Better Cotton optional benefits
- Provide practical support with recruitment including posting job adverts, organising interviews, and supporting with contracting and onboarding of new staff
- Plan and provide administrative and logistics support for inductions and appraisals to ensure compliance with national legislation and Better Cotton guidelines;
- Support the HR Global Team to maintain and update HR policy and guidance documents in alignment with national requirements under the supervision of the Country Manager, Uzbekistan

For Operations and Office Management, you will:

- Oversee the day-to-day management of the office and office facilities and equipment, including managing the relationship with the landlord and ensuring facilities are appropriate to the needs of the Uzbekistan Branch Team and represent good value for money
- Provide logistical support to visiting staff and consultants from other countries, and annual events, meetings, workshops, trainings, etc.

- Ensure that all staff in the Uzbekistan Branch are familiar with and following Better Cotton's procurement processes and policies and operating in line with donor procurement guidelines where appropriate
- Provide practical and administrative support with procurement (whilst ensuring appropriate segregations of duties is maintained), liaising with the Global Operations Manager as necessary
- Provide practical support with conducting due diligence on programme partners in Uzbekistan

We are looking for someone who has

the following skills, knowledge, and experience:

Essential

- Qualification/Degree in Business Administration, Accounting or Finance – ideally an Accountancy Certification
- Strong knowledge of applicable accounting and labour standards and legislation
- Familiarity with ERP systems such as 1C
- Significant relevant working experience at a senior level in a finance or accounting role, including developing and managing budgets and setting up and maintaining accounting and financial systems and processes
- Demonstrable knowledge of legal and statutory requirements relevant to not-for-profit organisations operating in Uzbekistan – ideally gained from within a similar role
- Experience in payroll management
- Excellent organisational skills with the ability to structure processes and set up efficient systems to support Better Cotton Uzbekistan branch office operations.
- Excellent written and oral communication skills - with the ability to communicate in English, Uzbek and Russian. However, fluency in all three languages is not essential
- Excellent IT skills, including confidence with Microsoft Office 365
- High level of integrity; ability to handle confidential and sensitive information with discretion
- Flexible approach to work with a willingness to carry out administrative tasks as required
- Proven analytical and problem-solving skills
- Self-starter able to work autonomously and adapt to changing priorities taking responsibility for specific areas of work within a finance function
- Interest in and commitment to sustainability

Desirable

- Strong ethics and reliability spirit
- Strong relationship building skills and service-oriented attitude
- Experience of leading financial management at an organisational level
- Experience of working in the not-for-profit sector
- Experience of managing and reporting on grant funding from international donors
- Experience of leading or supporting procurement activities in line with international best practice
- Experience of ensuring compliance with INGO registration and reporting requirements in Uzbekistan

- Experience of establishing financial systems and processes in a new entity, or supporting their development in a rapidly growing entity
- Experience of working in an international organisation and working collaboratively with teams in other countries

What we offer

- Competitive salary
- Continuous learning and development
- 25 days paid annual leave, plus 9 Public Holidays and a further discretionary three days off over New Year period
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Working arrangements

This is a full-time (40 hours per week) position. The successful candidate will receive a permanent employment contract with Better Cotton, with a three-month initial probationary period. The role will be a full-time office-based role. Office attendance is required five days a week.

Limited national, regional, and international travel may be required.

Apply now

Send us your CV (two pages maximum) and a brief cover letter (one page maximum) by or before **09.02.2024** [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.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds of interviews with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory, you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

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.