

Role Title

Accountant – Nigeria

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Advisory, Policy and Expertise	PB4 – H	Lagos; Nigeria	Fixed Term – December 2019 – June 2020.	–Senior Accountant – Nigeria

Role purpose

The post holder is a maternity cover and will be a member of a team of accountants responsible for the end to end accounting process in Nigeria including month, quarter and year end close. The role holder will ensure consistent, accurate and robust financial accounting experience in line with generally accepted accounting principles and corporate policies. This is a support role within the Financial Control function.

About us

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust. We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Function and Geopolitical overview:

The Finance function is structured along functional lines with the aim of embedding the ‘three lines of defence’ model at its heart, clearly separating the financial control (first line) and risk and assurance (second line) functions, ensuring the integrity of our results and the strength of our controls. This will allow the organisation to focus more easily on business decision making, strategic planning, budgeting and forecasting on the basis of accurate monthly results.

The SSA Business Plan sets out ambitious growth targets for both the number of people we will work with and the income that we will generate. We expect to be more profitable, reinforcing financial sustainability. At the same time, we aim to continue to deliver a step-change in the quality and performance of the British Council’s Finance function. This will be achieved through more consistent standard of financial reporting enabling more informed decision making and satisfy the standards demanded by external stakeholders.

The organisation will achieve this by becoming increasingly efficient and commercial in its approach whilst maintaining its public service ethos and charitable purpose.

Internal Operating Context – Regional:

By 2050 the population of Sub Saharan Africa will be 2 billion people, with the majority living in an urban environment. The region will have a middle class the size of Europe. 70% of the population is under the age of 25, and this demographic will grow at 15% year on year for the next 10 years. Generally the region is becoming more politically stable. There are on average 50 elections each year, many of which are more open and transparent than before. The majority of countries in SSA are developing economies. Gender inequality remains and life for women and girls on the continent remains challenging.

While economic growth is significant, it comes from a low base. Income per capita has doubled and foreign debt levels have halved since 2000. Aspirations to become middle income countries as written in national development plans in the next 10 years are optimistic. The World Bank longer view forecasts that ‘almost all’ African countries will be middle income by 2050. Across the region government priorities focus on economic growth, education and skills, and youth employment. The opportunity and challenge for prosperity and security is the population explosion, meeting aspirations of a youthful continent. Critical to this is improving the efficiency and effectiveness of the English and Exams businesses across the region. Two major global change initiatives to increase the effectiveness of these operations will be implemented in SSA over the next 2-3 years.

Main Accountabilities:

The post-holder will (across operations in Nigeria):

- Complete all financial tasks required as part of the period end closing activities, supporting the Senior Accountants, budget managers and SBU leads on accurate and complete financial close during period end.
- Provide support as required on accounting transactions and adjustments (accruals, deferrals and provisions), including Intercompany accounting.
- Provide support as required with manual journals and off-system payments requests and ensuring accuracy and compliance with relevant policies.
- Assist with reconciliation of all relevant accounts and ensure that this is completed to corporate standards.
- Assist Senior Accountant with preparation of local tax submissions and other statutory returns.
- Complete Travel & Expenses audits as per policy addressing issues in a promptly manner.
- Assist Senior Accountant with provision of information to internal / external auditors.
- Assist in the implementation of audit recommendations.
- Assist Senior Accountant on the implementation of the Income Recognition and Reconciliation Tool in assigned locations
- Responsible for ensuring integrity of cash collection process.
- Responsible for ensuring integrity of customers refund process.
- Support the income reconciliation process by extracting relevant reports.
- Ensure compliance with treasury policy.
- Submit relevant documents to local bank as requested including bank mandates updates.

Regional and Functional Team Working:

- Contribute to ensuring the policies, procedures and systems are delivered with integrity.
- Work closely and effectively as part of the regional and global finance teams.
- Actively support equality and diversity and work to the British Council’s EDI policy at all times.

Key Relationships:

Internal

- Regional Financial Accounting team
- Shared Services Centre
- Corporate Finance
- Country admin team
- SBU Leads and Project Teams
- Country Customer Services team

External

- Bank relationship manager
- Tax authorities

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<i>All applicants should have a pre-existing legal status to live and work in Nigeria. British Council will facilitate / sponsor visa applications and work permits.</i>	Shortlisting
Direct contact or managing staff working with children?	No	N/A
Notes	Some travel may be required but is not expected to be significant.	
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Fluency in written and spoken English <ul style="list-style-type: none"> ▪ Shortlisted candidates will either demonstrate they have met the required standard through presentation of an agreed English language certificate or will be required to take the APTIS test and demonstrate a B1 level of English proficiency. 		Shortlisting and interview
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Bachelor's degree in any numerate course of study.	Fully qualified with a recognised accounting board e.g ACCA, ACA etc	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Highly organised and deadline oriented. 	Experience working with SAP	Shortlisting and/or Interview

<ul style="list-style-type: none"> ▪ High level of accuracy and attention to detail. ▪ Proven accounting experience. ▪ Experience of an ERP system. ▪ Above average knowledge of Microsoft excel 		
British Council Core Skills	Assessment Stage	
<ul style="list-style-type: none"> ▪ Analysing Data and Problems (Level 1): Is systematic – Breaks down problems into a list of tasks to be done and decides on appropriate action. ▪ Communicating and Influencing (Level 2): Relates communications to circumstances – Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences. ▪ Managing risks (Level 1): Follows good practices – Demonstrates understanding of risk management policies and procedures and record of following them. ▪ Planning and Organising (Level 1): Is methodical – Able to plan own work over short timescales for routine or familiar tasks and processes. ▪ Managing People (Level 2): Supervises a small team – Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards. ▪ Financial Reporting and Compliance (Level 1): Understand and apply general compliance standards. Understand core elements of financial statements and reports. ▪ Professional Accounting Standards (Level 1): Apply accounting principles to accurately record financial transactions and maintain appropriate supporting documentation. ▪ Transactional Accounting and Closing (Level 1): Understand and apply the British Council's accounting practices. Understand and apply account reconciliations. 	Shortlisting AND Interview	
British Council Behaviours	Assessment Stage	
<p>Being Accountable (ESSENTIAL): Delivering my best in order to meet my commitments.</p> <p>Connecting with Others (ESSENTIAL): Making regular opportunities to understand others better.</p>	Interview	

<p>Making it Happen (ESSENTIAL): Delivering clear results for the British Council.</p> <p>Working Together (ESSENTIAL): Establishing a genuinely common goal with others.</p> <p>-----</p> <p>--</p> <p>Creating Shared Purpose (ESSENTIAL): Communicating and engaging picture of how we can work together.</p> <p>Shaping the Future (ESSENTIAL): Looking for ways in which we can do things better.</p>	<p>-----</p> <p>Required for the role but not assessed during the application stage</p>
<p>Prepared by:</p>	<p>Date:</p>
<p>Osas Isibor</p>	<p>July 2018</p>