

**Job Description**
**Ref no:**

Job Title	Contracts Finance Officer, EU		
Directorate or Region	EU Region /Finance	Department/Country	EU Region / Finance
Location of post	Bulgaria	Pay Band	PB6 - G
Reports to	Regional Contracts Finance Manager, EU	Duration of job	Fixed-term 12 months with option to extend

**Purpose of job:**

This is a finance role to provide financial and accounting support to the project and contract teams within EU Region during the entire project/contract life cycle from the inception to closing the phase. The post holder will support the Regional Contracts Finance Manager in the provision of consistent financial management of donor funding and other commercial contracts.

The required tasks include contract related bookkeeping, income reconciliation, invoicing process, financial reporting, ERP technical support in the process of planning and forecasting, as well as financial and accounting support as required.

**Context and environment:**

**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. Using the UK's cultural resources we make a positive contribution to 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. The majority of our income is raised delivering a range of projects and contracts in English teaching and examinations, education and development contracts and from partnerships with public and private organisations. Eighteen per cent of our funding is received from the UK government.

**The European Union** includes 31 countries with a physical presence in 24 countries, an overall turnover of £140m, employing 2,000 people and engaging 16m people annually. English language is of primary importance for our work in Europe, whether teaching through English at our flagship school in Madrid, or, across Europe, providing a range of English language learning experiences for adults and children and working with governments to improve standards of English language teaching in the school system.

Our cultural relations activities also include broader Education and Skills work, the Arts and contemporary social issues. From our regional hub in Brussels, we identify and pursue funding opportunities with the Commission for projects which help us increase our cultural relations impact in Europe and around the world. Partnership is central to all of our work and we are increasingly exploring new opportunities to work on shared agendas with partners in the public and private sector.

### **Finance function 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 Finance function works in a matrix environment with Business and programme leads and Country Directors being key stakeholders, whilst reporting lines are within the finance function.

### **Accountabilities, responsibilities and main duties:**

#### **Proposals review and contracts management support**

- Support the Regional Contracts Finance Manager and Country teams in the preparation and review of contract pricing models (CPM) and bids where required.

#### **Planning, forecasting and reporting**

- Support the Regional Contracts Finance Manager in the completion of financial plans and forecasts for the contract portfolio.
- Ensure that financial plans for assigned contracts are accurately entered on SAP according to the planning and forecasting timetable
- Help in the adaption and incorporation of the available management information on the pipeline and portfolio of contracts.
- Tracking of actual monthly performance; variance analysis, investigations and discussing / implementing corrective interventions with country teams and business delivery manager.

#### **Financial management and accounting**

- Support the completion of all financial tasks required for the financial month end process for projects/contracts, being accountable to the Regional Contracts Finance Manager, EU for the pre-closing and month end closing steps for projects/contracts, including preparation of journals, reconciliations, budget vs actual tasks, etc.
- Assist with manual journals and off-system payment requests for projects/contracts ensuring accuracy and compliance with relevant policies.
- Assist with reconciliation of all relevant accounts and ensure that this is completed according to corporate standards.
- Produce periodic reports relating to financial accounting for the operation as requested by the Regional Contracts Finance Manager, EU.
- Assist in the implementation of audit recommendations under the supervision of the Regional Contracts Finance Manager, EU
- Provide financial management tasks directly for individual contracts/projects in accordance to the role specified in the project design. These can include:

**Areas of  
Responsibilities**

**Specific Tasks**

<b>Staff Time</b>	<ul style="list-style-type: none"> <li>Chasing, collecting, uploading, reviewing and checking the time sheets of the project/contract team and 3<sup>rd</sup> party consultants where applicable;</li> <li>Calculation of the daily rates;</li> <li>Coordination and support of the direct staff allocation process.</li> </ul>
<b>Reconciliation</b>	<ul style="list-style-type: none"> <li>Generate report from the organization's financial systems, rework and analyse;</li> <li>Mapping financial systems to Client reporting, maintaining reconciliations and updating Client reporting templates;</li> <li>Staff costs review and time sheet chasing/calculations; Daily rates confirmation and calculation;</li> <li>Month-end check of accruals and/or deferrals;</li> <li>Invoice preparation: amounts calculation, material groups, Purchase order number, etc. details required for the invoice issuance.</li> </ul>
<b>Month-end</b>	<ul style="list-style-type: none"> <li>Support contract income reconciliation;</li> <li>Support month-end budget vs actual review process;</li> </ul>
<b>Planning and forecasting</b>	<ul style="list-style-type: none"> <li>Provide technical support on the project/contract forecasting such as formulas checks, schedules updated, etc.</li> </ul>

**Key relationships:**

- Projects/Contracts teams in countries
- Regional Strategic Business Leads
- Regional Financial Accounting team
- Regional Financial Planning and Analysis team
- Regional Risk and Compliance team
- Shared Services Centre
- Corporate Finance

***Other important features or requirements of the job***

Some travel may be required but is not expected to be significant.

Please specify any passport/visa and/or nationality requirement.	You must have the right to live and work in the country in which the role is based. Ability to work and travel in the region without restrictions
Please indicate if any security or legal checks are required for this role.	N/A

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<p><b>Being Accountable (MORE DEMANDING):</b> Putting the needs of the team or British Council ahead of my own.</p> <p><b>Connecting with Others (ESSENTIAL):</b> Making regular opportunities to understand others better.</p> <p><b>Making it Happen (MORE DEMANDING):</b> Challenging myself and others to deliver and measure better results.</p> <p><b>Working Together (MORE DEMANDING):</b> Ensuring that others benefit as well as me.</p> <p>-----</p> <p><b>Creating Shared Purpose (MORE DEMANDING):</b> Creating energy and clarity so that people want to work purposely together.</p> <p><b>Shaping the Future (ESSENTIAL):</b> Looking for ways in which we can do things better.</p>		<p>Interview</p> <p>-----</p> <p>Required for the role but not assessed during the application stage</p>
<b>Skills and Knowledge</b>	<p><b>Analysing Data and Problems Level 2:</b> Uses data – Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.</p> <p><b>Communicating and Influencing Level 2:</b> 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.</p>		<p>Short listing and Interview</p>

	<p><b>Managing risks</b>  <b>Level 2:</b> Supports a risk management culture – Has track record of identifying and highlighting risks and suggesting mitigating actions.</p> <p><b>Planning and Organising</b>  <b>Level 2:</b> Plans ahead – Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p><b>Managing People</b>  <b>Level 2:</b> Supervises a small team – Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.</p> <p><b>Financial Reporting and Compliance</b>  <b>Level 1:</b> Use accounting and analysis skills to interrogate data and financial reports to support the business in taking appropriate action.</p> <p><b>Professional Accounting Standards</b>  <b>Level 2:</b> Use analysis skills to analyse and interrogate data, ensuring accuracy and validity of recorded financial transactions and related reports.</p> <p><b>Transactional Accounting and Closing</b>  <b>Level 1:</b> Understand month and year-end close activities and provide accurate and timely financial submissions.</p> <p><b>Business Partnering</b>  <b>Level 1:</b> Engage with others to understand needs and support the business by providing relevant, accurate and consistent financial information on a timely basis.</p>		
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	<p>Highly organised and deadline oriented.</p> <p>High level of accuracy and attention to detail.</p> <p><b>Fluency in written and spoken English</b> 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 B2 level of English proficiency.</p>		
<b>Experience</b>	<p>Minimum of 1 year experience in a similar role.</p> <p>Experience in working with a diverse team.</p> <p>Experience of an ERP system.</p>	Experience working with SAP.	Short listing and/or Interview
<b>Qualifications</b>	Qualified accountant or equivalent educational background		Short listing

<b>Submitted by</b>	Thy Nowak-Tran	<b>Date</b>	November 2018
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