

Role Title

Finance Officer

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Full-time	PB5	Beijing	Indefinite	Deputy Head GSS Finance Hub

Role Purpose

To perform functions of Hub financial services for Accounts Payable;
 Or To perform function of Hub financial service for Accounts Receivables;
 Or to perform function of hub financial service for General Accounting.

About Us

Founded in 1934, 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 more than 100 countries across the world in the fields of arts and culture, English language, education, and civil society. Each year we reach more than 20 million people face-to-face, and more than 500 million people online via broadcasts and publications.

The British Council has had a presence in China since 1943, and since 1979 we have been operating as the Culture and Education Section of the British Embassy and Consulate-Generals in Beijing, Shanghai, Guangzhou, Chongqing, and Wuhan. We are excited with the opening of our first English centre in Mainland China in September 2017, which will be based in Nanjing.

Our work in China is of great importance to the global British Council operation, both politically and commercially. With more than 750 staff across our offices in China, we operate a wide range of programmes in English, exams, arts, and education in partnership with local authorities and partners.

We achieve significant impact and reach through our programmes which have engaged millions of young people and thousands of professionals and policy makers across China, including:

- 900,000 people who have taken an exam with us within the past year, be it an English language exam, such as the IELTS exam, or a professional exam, such as the ACCA qualification.
- 10,000 English teachers and one million students who have benefitted from our English language teacher training programmes in the past two years.
- Nearly 155,000 Chinese students who are currently studying in the UK, many of whom have engaged with our work encouraging and supporting student mobility.

- One billion people reached and influenced through our 2015 Year of Cultural Exchange, which comprised of more than 200 events across 14 Chinese cities, and our Shakespeare Lives campaign in 2016 achieved similar levels of impact.

Function Overview:

Global Shared Service (GSS) providing support to Mainland China, Hong Kong and Taiwan offices

Main opportunities/challenges for this role:

- To deliver assigned services in compliance with the targets outlined in the Service Level Agreement with the Country or Regional management.
- To ensure that all transactions services are delivered in compliance with FABS standard procedures, Corporate policies and the Financial Control and Compliance Framework (FCCF).

Main Accountabilities:

The post will be assigned one of the three jobs (Accounts Payable, Accounts Receivables, General Accounting)

Job: Accounts Payable:

Accountabilities, responsibilities and main duties:

- Deliver services to standards and targets specified in the Service Level Agreement. Responsible for the timeliness, reliability and accuracy of the transactions executed to established procedure.
- Manage and execute payments to vendors
 - Process payment runs according to schedule for all payment methods and established payment platforms.
 - Process advance or urgent payments on request by countries
 - Block payments not due for payment on request by countries
 - Investigate blocked and rejected payments.
 - Liaise with country staff to resolve payment related transactions problems.
- Manage and execute Accounts Payable and Travel manager transaction tasks
 - Invoice verification and transact invoice receipt from scanned files received from countries within two working days
 - Travel manager transactions
 - Procurement card and T&E 1 in 4 audit process
- Global Service Desk (GSD) and Business Continuity Plan (BCP)
 - Respond to service request assigned from GSD, in a timely manner and ensure solutions close the service request satisfactorily
 - Attend the extended support hours for GSD help desk telephony as assigned
 - Participate in business continuity plans, testing and close teamwork with Noida SSC to deliver a seamless delivery of critical finance service
 - Build teamwork with country finance managers as key contact (regular telephone contact to address process related problems; receive feedback on service delivery concerns and support action plan agreed in the Customer Focus Groups)
- Reports
 - Ensure compliance with FABS standard procedures, corporate policies and the

- Financial Control and Compliance Framework (FCCF).
 - Publish reports required to support the FCCF risk assessment process in countries relating to the control criteria for hub controlled and hub monitored processes
 - Understand personal contribution and impact on service indicators against Key Performance Indicators (KPI) targets and undertake remedial action plans or improvement plans.
- To ensure all duties are delivered in line with the British Council's policy on Child Protection and Equality, Diversity and Inclusion, and these is taken into account when planning and delivering activity
 - Manage information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and local legislation.

Job: Accounts Receivables:

Accountabilities, responsibilities and main duties:

- Deliver services to standards and targets specified in the Service Level Agreement. Responsible for the timeliness, reliability and accuracy of the transactions executed to established procedure.
- Manage and execute Accounts Receivables and bank reconciliation transaction tasks
 - Bank statements are up-to-date for month-end closing
 - Bank statement files are uploaded into FABS as scheduled (daily or twice per week)
 - Reconcile bank sub-account transactions daily and accurately
 - Activity should commence or initiated within 2 working days of receipt.
 - Use country provided information to assist bank open item matching (daily)
 - Liaise with country teams to obtain information to resolve aged open items (weekly communication)
 - Trouble shoot for electronic bank payment transactions
 - Liaise with Accounts payable staff to resolve payment related transactions problems.
- Confirm vendors (accounting view) and provide bank keys on request for vendor creation
- Specific to Beijing hub
 - Invoice verification and transact invoice receipt from scanned files received from Taiwan
- Global Service Desk (GSD) and Business Continuity Plan (BCP)
 - Respond to service request assigned from GSD, in a timely manner and ensure solutions close the service request satisfactorily
 - Attend the extended support hours for GSD help desk telephony as assigned
 - Participate in business continuity plans, testing and close teamwork with Noida SSC to deliver a seamless delivery of critical finance service
 - Build teamwork with country finance managers as key contact (regular telephone contact to address process related problems; receive feedback on service delivery concerns and support action plan agreed in the Customer Focus Groups)
- Reports
 - Ensure compliance with FABS standard procedures, corporate policies and the Financial Control and Compliance Framework (FCCF).ports Regular telephone contact to address process related problems.
 - Publish reports required to support the FCCF risk assessment process in

- countries relating to the control criteria for hub controlled and hub monitored processes.
 - Understand personal contribution and impact on service indicators against Key Performance Indicators (KPI) targets and undertake remedial action plans or improvement plans.
 - Prepare the monthly corporate bank reconciliation report in accordance to the template provided, and ensure all open items are noted and/or explained
- To ensure all duties are delivered in line with the British Council's policy on Child Protection and Equality, Diversity and Inclusion, and these is taken into account when planning and delivering activity
- Manage information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and local legislation.

Job: General Accounting:

Accountabilities, responsibilities and main duties:

- Deliver services to standards and targets specified in the Service Level Agreement. Responsible for the timeliness, reliability and accuracy of the transactions executed to established procedure.
- Manage and execute General Ledger accounting transaction tasks
 - Park or post journals
 - To manage Journal folder for China mainland and Hong Kong offices
- Data analyst
 - Monthly HUB work load report
 - Data analysis for Hub manager
 - HUB service analysis report
- Document retention management
 - To ensure all team's document be saved at right place
 - To ensure all document with clear label in order
 - To update the register file
- Global Service Desk (GSD) and Business Continuity Plan (BCP)
 - Respond to service request assigned from GSD, in a timely manner and ensure solutions close the service request satisfactorily
 - Attend the extended support hours for GSD help desk telephony as assigned
 - Participate in business continuity plans, testing and close teamwork with Noida SSC to deliver a seamless delivery of critical finance service
 - Build teamwork with country finance managers as key contact (regular telephone contact to address process related problems; receive feedback on service delivery concerns and support action plan agreed in the Customer Focus Groups)
- Reports
 - Ensure compliance with FABS standard procedures, corporate policies and the Financial Control and Compliance Framework (FCCF).ports Regular telephone contact to address process related problems.
 - Publish reports required to support the FCCF risk assessment process in countries relating to the control criteria for hub controlled and hub monitored processes.
 - Understand personal contribution and impact on service indicators against Key Performance Indicators (KPI) targets and undertake remedial action plans or improvement plans.
 - Prepare the monthly hub FCCF report for China in accordance to the template provided, and ensure all outstanding non-compliant items are explained with

remedial action plan. Support the FCCF risk assessment process in China relating to the control criteria for hub controlled and hub monitored processes

- To ensure all duties are delivered in line with the British Council's policy on Child Protection and Equality, Diversity and Inclusion, and these is taken into account when planning and delivering activity
- Act as the co-ordinator for document retention and archives. Manage information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and local legislation.

Key Relationships:

Internal

- China business Teams
- China Finance Team
- Hong Kong and Taiwan Finance Teams
- Internal Audit
- Noida Shared Finance Services

External

- NAO audit
- External auditors (PWC)
- Banks
- Grant Thornton outsource accounting services

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/Right to work in country	You must have the right to live and work in the country in which the role is based.	Shortlisting
Direct contact or managing staff working with children?	No	N/A
Notes		

Person Specification:		Assessment stage
Language requirements		
<i>Minimum/Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Chinese C2 (HSK 6, or equivalent) ▪ English B2 (APTIS, IELTS6 or equivalent) 		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ University degree preferably in Accounting, Finance or related fields 	Accountancy qualification	Shortlisting
Role Specific Knowledge & Experience		

Minimum / essential	Desirable	Assessment Stage
Finance/accounting work experience Middle level Excel skills Demonstrate customer service	Experience in SAP	Shortlisting
Role Specific Skills (if any)		Assessment Stage
Preferred experience in Finance Shared Service function in an Officer role		Shortlisting AND Interview
British Council Core Skills		Assessment Stage
Skill heading (level X). level descriptor Core Skills <ul style="list-style-type: none"> • 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. • Analysing data and problems – level 2 Uses data Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives. • Managing finance and resources – level 2 Uses financial systems and processes • Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team. 		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
Behaviours assessed during interview stage of recruitment process <ol style="list-style-type: none"> 1. Connecting with others –Essential Making regular opportunities to understand others better. 2. Working Together -Essential Establishing a genuinely common goal with others. 3. Making it Happen –Essential Delivering clear results for the British Council. Behaviours not assessed during recruitment process <ol style="list-style-type: none"> 4. Working Together -Essential Establishing a genuinely common goal with others. 5. Shaping the future – Essential Looking for ways in which we can do things better 6. Being Accountable -More demanding Putting the needs of the team or British Council ahead of my own 		Interview
Prepared by:		Date:
Deputy Hub Manager		October 2018