

Role Title

Exams Finance Manager

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
BSS/Exams	6	Beijing	3 years (renewable)	Senior Finance Manager

This position will be employed by, BC Education Consulting (Beijing) Company Ltd which is a Wholly Foreign Owned Enterprise under the British Council.

Role Purpose

To be responsible for the accuracy, timeliness and reliability of the accounting ledgers and all finance reports for BC Education Consulting (Beijing) Company Limited, a subsidiary of the British Council based on China's accounting standards (PRC GAAP)

To review, coordinate and collect all the supporting financial documents necessary for reliable book keeping and comply with statutory tax requirements

To support the finance team to deal with all the local tax, legal, auditing and compliance issues for the new subsidiary in order to avoid any present or future risk
This role covers the financial duties in the Beijing headquarters and the 3 branches in Guangzhou, Chongqing and Shanghai.

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 over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Last year we reached over 65 million people directly and 731million people overall including online, broadcasts and publications.

The British Council has had a presence in China since 1943, and since 1979 we have been operating as the Cultural and Education Section of the British Embassy in Beijing and the Cultural and Education Section of the Consulate-Generals in Shanghai, Guangzhou, Chongqing, and Wuhan. In 2017 we opened our first English centre in Mainland China, 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:

This role will provide support to operations of all British Council entities in China from tax and statutory compliance perspectives.

Main Accountabilities:

Responsible for:

- Reconciliation of trial balance of statutory accounts and the subsidiary accounts
- the preparation and supervision of accounting in the General Ledger, Fixed Assets Ledger, Creditors and Debtors ledger in SAP and Chinese statutory accounting system (UFIDA).
- Ensuring accounting source documents are compiled and delivered to the outsource service provider
- Ensuring contract filing & tax filing documents are compiled and delivered to the outsource service provider
- Compliance with corporate accounting policies
- Compliance with statutory filing and payment.

With support from and in collaboration with the Senior Finance Manager:

- Apply for and follow-up with tax benefits and respond to queries for tax treatment of income and expenses, with local tax bureaus
- Support external audit (Price Waterhouse Coopers)
- Support tax inspection (on-site audit)
- Ensure all duties are delivered in line with the British Council's policies including Equal Opportunity and Diversity, Child Protection and Data Protection
- 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

- Finance officers, Exams Area directors, procurement process owners, Internal audit, GSS Hub, China BSS team

External

- National Audit Office (NAO) audit, Internal Audit, statutory auditors (PWC), outsource accounting and tax service providers (GT), local tax bureau, State Administration for Foreign Exchange (SAFE), HSBC, Citibank, Bank of China, China Construction Bank, Industrial Commercial Bank of China (ICBC)

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to work in China	Shortlisting
Direct contact or managing staff working with children?	Yes	
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
Essential	Desirable	Assessment Stage
Communication Skills: Speaking and listening, Writing and listening English B2 (Aptis, IELTS 6.0 or equivalent) Chinese C1 (HSK 5 or equivalent)		Interview and shortlisting, certification
Qualifications		
Essential	Desirable	Assessment Stage
University degree preferably in Accounting, Finance or related field		Shortlisting
Role Specific Knowledge & Experience		
Essential	Desirable	Assessment Stage
3 years of working experience in a commercial entity Experience of Chinese fiscal regulations	Experience of SAP system	Shortlisting and interview
Role Specific Skills		
Essential	Desirable	Assessment Stage
Demonstrable experience of: financial management, including reporting, monitoring and accounting		Shortlisting and Interview

British Council Core Skills	Assessment Stage
Financial planning and management: monitoring and reporting (level 3); Impact of financial transaction in management reports (level 2); SAP knowledge and skills, Computer skills: advance Excel skills (level 3); Communicating & Influencing (Level 4)	Shortlisting and Interview
British Council Behaviours	Assessment Stage
1. Working Together -More demanding 2. Being Accountable -More demanding 3. Making it Happen -More demanding	Shortlisting and Interview
Prepared by:	Date:
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