

## Role Title

Project Finance Manager

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Project Support	6/G	Accra	10 Months	Project Manager

## Role purpose

The post holder will support the project in matters of financial administration, procurement and grant disbursement. As part of the country finance team, He / She will work closely with the Senior Accountant who will support and advice on issues related to setting up and incorporating the project with the existing financial and administration systems.

## About us

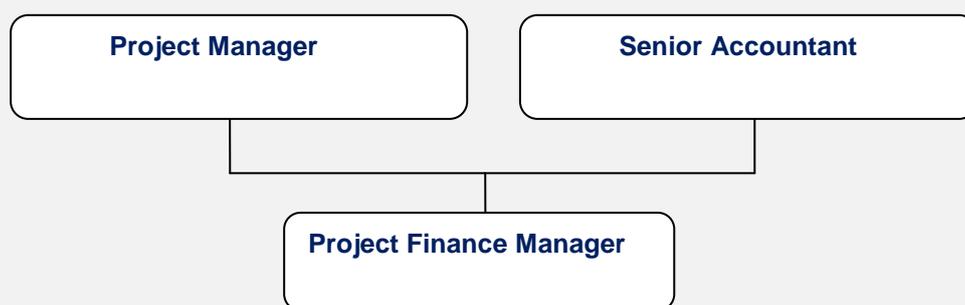
The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing 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.

## Geopolitical/SBU/Function overview:

British Council Ghana has been in operation since 1943. Our main office is situated in Accra with a small operation in Kumasi. Over the 70 years, we have established a good reputation for cultural relations and educational services. Our relationship with government, corporate organizations and the academia is strong and we continue to take advantage of these partnerships to expand our reach and impact. We occupy a major place in the English Language assessment market in Ghana and plan to expand this work even further. With one of the world's largest extractive sectors and buoyant businesses, we have started taking advantage of the significant opportunities for partnership funding, especially in the area of skills for youth. We will continue to explore these further. There are opportunities for English Language, Creative Economy and Social Enterprise work and we are exploring the existing opportunities for the British Council to move into this space.

## Organogram



## Main Accountabilities:

### Main Duties and Responsibilities:

All duties and responsibilities will be in line with British Council's Equality, Diversity and Inclusion, Child Protection and other overarching corporate policies:

#### Income Recognition/Banking & Treasury:

- Provide financial support to the project manager ensure accurate Income Recognition & Treasury
- To ensure all over the counter income is banked in line with relevant policy and parked and posted on SAP Cash Journals immediately after being banked.
- To ensure appropriate procedures are adhered to when income is received and to bank all income within 2 days of receipt or immediately threshold of cash holding is attained.
- Ensure all relevant Cash Journals are balanced within 48 hours of banking being completed.
- Ensure all delegated banking activities are diligently carried out

#### Procurement and Payables

- Carry out due diligence on all vendor invoices prior to scanning to Global Service Desk (GSD)
- Ensure all invoices are checked within 24 hours of receipt and scanned within 48 hours; thus contributing to significant reduction of Open Purchase Orders and late payment to vendors.
- Escalate promptly any issues around invoice processing to relevant teams and follow up with GSD as appropriate for delayed payments.
- Ensure that scanned invoices are backed up on the Finance shared drive.

#### Project Financial Management

- Participate in monthly review of Year to Date balances of Trial Balance and to ensure that Month on Month movements have been analysed and exceptional movements investigated and explained or escalated as appropriate.
- Contribute to accurate financial information by ensuring that all journals including corrective/adjustment journals are parked and posted before month end.
- Participate in the preparation for internal audit and tax audit exercises; ensuring that all relevant files and documents are in place for smooth running of these audits.
- Support the Senior Accountant and Project Manager in the delivery financial objectives and the management of financial risks involved in the project
- Ensure Withholding Tax (WHT) deductions for British Council's office for each month is remitted before the end of the following month.
- Follow up with the relevant tax authorities for the timely processing of WHT credit notes for vendors and Tax Clearance Certificates for staff.

**Other administrative work:** As required and delegated by the team members

## Key Relationships:

### Internal

- Project Coordinator
- Project Manager
- Project Assistant

### External

- Local delivery partners
- Suppliers and Consultants
- Product Clients

## Role Requirements:

### Threshold requirements: Assessment stage

<b>Passport requirements/ Right to work in country</b>	Right to work and live in Ghana	Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes IF YES. Appropriate police check	Shortlisting
<b>Notes</b>		

### Person Specification: Assessment stage

#### Language requirements

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
▪ B2 Proficiency Level in English		Shortlisting

#### Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
▪ First Degree	ACCA or ICA qualification	Shortlisting

#### Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ Financial Management and Analytical Skills (with high levels of personal effectiveness and the ability to focus on achieving deadlines).</li> <li>▪ At least, three (3) years' experience in an accounting environment with proven and demonstrable technical accounting skills, including understanding and interpretation of financial data.</li> <li>▪ Computer skills – A good knowledge of Microsoft Office suite, particularly advanced MS Excel knowledge.</li> </ul>	Project Finance Management in an international context	Shortlisting

British Council Core Skills	Assessment Stage
<ul style="list-style-type: none"> <li>▪ <b>Managing Finance and Resources</b> (Level 3) Monitors and controls an agreed budget within a defined area, producing reports, analyzing and contributing to planning.</li> <li>▪ <b>Managing Projects</b> (Level 2) Examines project data and performance, reporting on progress and recommending corrective action as needed.</li> <li>▪ <b>Planning and Organizing</b> (Level 2) Organizes own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</li> <li>▪ <b>Analyzing Data and Problems</b> (Level 2) Reviews available data, identifies cause and effect, and then chooses the best solution from a range of known alternatives</li> </ul>	<i>Shortlisting AND Interview</i>
British Council Behaviours	Assessment Stage
<p><b>Connecting with others (Essential)</b> Making regular opportunities to understand others better</p> <p><b>Working together (More demanding)</b> Establishing a genuinely common goal with others</p> <p><b>Being accountable (More demanding)</b> Delivering my best work in order to meet my commitments</p> <p><b>Making it happen (More demanding)</b> Delivering clear results for the British Council</p>	<i>Interview</i>
Prepared by:	Date:
Derrick Kwaku Afriyie	1 November 2018