

Role Title

Finance Officer, Shared Service (Procurement)

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Finance	PB5	Beijing	6-month fixed term (with possibility to extend)	Senior Finance Officer

Role purpose

- Deliver business focused transaction in procurement, accounting and related financial services to customers in China as per agreed Service Level Agreement.
- Perform business services defined as hub tasks and transaction role in FABS and CPIMMS in a timely, accurate and reliable manner to stakeholders.
- Ensure compliance to corporate policies and guidelines and key controls are in place.
- To manage and deliver the procurement and related accounting transactions of the procure to pay process on behalf of the business, ensuring compliance with finance and procurement policies and improved purchasing data accuracy
- Deliver and prepare analytical reports that enhance use of procurement activities including the increasing use of preferred suppliers

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.

Main opportunities/challenges for this role:

Currently within the British Council, Purchase Orders are raised by a large number of people in the business and as a result the quality of the information provided is poor. This results in late vendor payments and non-compliance vs. procurement and finance policies

The Procurement Admin Officer and Finance Officer role is new to the British Council and is a role dedicated to processing Purchase Orders: completing critical due

diligence checks to ensure the information provided is correct and the relevant policies have been complied with; initiating sourcing activities with Procurement team where required and chasing completion of Goods Receipt and Invoice Receipt and other potential procurement admin task

This role sits along other BSS Shared Services in Finance and is trained to provide mutual backup and support for GSS Shared Finance Services (Pay band 5 posts).

Main Accountabilities:

- Deliver services to standards and achieve key performance targets specified in the Service Level Agreement.
- Responsible for the timeliness, reliability and accuracy of the purchase required executed to established procedure in compliance with established efficiency standards.
- Timely preparation and review of all key reports as specified in the Service Level Agreement and/or Line Manager to ensure delivery of services to all stakeholders.
- Compliance with month-end and year-end financial close processes and cut-off deadlines.
- Create Purchase Order in SAP
 - Create PO according to purchase order creation request in CPIMS with correct Company Code, material group, WBS, GL, quantity, quality, delivery date.
 - Block any PO with error or missing information and return back to CPIMS corresponding task
 - Investigate blocked and rejected PO and generate report include both SAP and CPIMS P2P activity
 - Liaise with operation staff and Procurement to resolve PO related problems.
- 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)
- Vendor Master Data Maintenance
 - Check Vendor Creation and Amendment request from Business, contact Vendor Creation/Amendment requestors to clarify if any detail is unclear. Raise request on online vendor portal according Vendor.
 - Carry out due diligence check on vendor amendment request.
 - Ensure all vendor details (Vendor Name, Vendor contact information, Bank Details, Contact, and Business Tax Certificate.) with correct information in both systems, CPIMS and SAP.
 - Follow up Vendor Creation/Amendment request process till vendor can be used for procure to pay process.
 - Have the ownership of Material Group accuracy link with vendor.
- 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.
- Generate report, improvement action plan and carry out actions with procurement and business for all measures relate to CPIMS and SAP system operation including but not limit to GL , WBS right use, PO short text information quality
- Provide quality analytical responses with recommendations and guidance for problem resolution

Support to wider Shared service community

- Enhance quality, efficiency & effectiveness of service to the customers using effective analytical thinking while liaising with customers and colleagues in other countries to share best practice and improvement ideas and identify improvement needs
- Prepare process mapping and documentation
- Travel to offices for trouble shooting, training, sharing and improving work processes
- Teamwork with operating teams to seek improvements in processes
- Provide back-up support as integrated team members in the Beijing Business Support Services in Finance (AP, AR and GL services).
- 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.

Key Relationships:

Purchase order creation requestors , PO approvers, Vendor creation requestors
 Procurement teams
 Vendors
 Finance Hub
 Country Finance

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Must have right to work in host country	Shortlisting
Direct contact or	No	N/a

managing staff working with children?No		
Notes	This role is more than a transcription of PR data to PO, it requires a level of knowledge about the business to allow the individual to work proactively understand when POs require prioritisation& where to go for escalations	
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Fluency in written and spoken English & Chinese 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. 		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 		Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Minimum one and half years of experience in finance or procurement Proficient in Ms Excel 	<ul style="list-style-type: none"> Good knowledge of the British Council procurement policy Operational use of P2P within SAP Familiar with China Tax 	Shortlisting
British Council Core Skills		Assessment Stage
Communicating & Influencing Level 2 Relates communications to circumstances		<i>Shortlisting AND Interview</i>

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 projects Level 2

Analyses project data

Examines project data and performance, reporting on progress and recommending corrective action as needed.

Planning & Organising Level 2

Plans ahead

Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.

Analysing data & 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.

Commercial & business development Level 2

Analyses trends

Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives.

British Council Behaviours

Assessment Stage

1. ***Making it Happen – Essential***
Delivering clear results for the British Council
2. ***Working Together – Essential***
Establishing a genuinely common goal with others
3. ***Creating Shared Purpose – Essential***
Communicating an engaging picture of how we can work together

Interview