

Role Title

File Clerk

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Hourly Paid	N/A (HP)	Riyadh (2), Jeddah(1), Khobar(1)	3 months renewable	Exams Finance Manager

Role purpose

- To support the Finance team in filing and maintaining record of VAT invoices that have already been issued
- Scan and store all invoice books issued.

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:

The Middle East and North Africa is home to eight percent of the world's population, five percent of global GDP, and 58 percent of global reserves of oil and gas. It is also one of the most unstable regions of the world, characterised by protracted conflicts and complex issues around refugee and displaced communities. It has the highest rate of youth unemployment, and double the global average for female unemployment. Collectively this is placing a huge strain on existing political, social and economic structures, adding to the uncertainty and fragility of the region.

The British Council retains an on-the-ground presence in all 17 MENA countries. This includes maintaining operations and programmes in Libya, Yemen and Syria, working through partners and locally engaged staff. Over the last five years we have extended the scope of our work over by aligning our cultural relations activities to UK and international priorities, such as in relation to major issues affecting the region, namely the Syrian refugee crisis, and the rise of violent extremism. In parallel to this we continue to provide support to individuals, institutions and governments helping them address some of the underlying long-term demographic, societal and systemic features which have been holding back reform, stifling growth, and blocking opportunities for young people.

Our work takes a long term approach to engagement, helping to build trust and influence for the

UK.

As part of the Business Operations team the postholder will be working with the Business Administration manager and will be responsible for the day-to-day management of the 3 premises in Riyadh (2 teaching centres and back office). The postholder may line manage drivers/ cleaners where appropriate. The role will serve the multiple SBUs located in all three premises.

Main opportunities/challenges for this role:

- Working under tight deadlines and time frames

Main Accountabilities:

General Administration:

- Scan and file all VAT invoices.
- Maintain Database of VAT invoices issued.

Key Relationships:

Internal

- VAT Accountant
- Exams Finance Team

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Yes (Valid Iqama)	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes		

Person Specification:

Language requirements (DELETE IF NOT APPROPRIATE)

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
▪ Fluent reading and writing English and Arabic (Bilingual)		Shortlisting

Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
▪ Work experience in a similar role	<i>First degree in any subject</i>	Shortlisting

Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
▪ Previous Venue Staff experience	▪ Available immediately	Shortlisting

Role Specific Skills (if any)	Assessment Stage
<ul style="list-style-type: none"> ▪ Attention to details ▪ Strong organisational skills with the ability to prioritise tasks and meet deadlines ▪ Good administrative experience with the ability to interpret and follow guideline and instructions 	Shortlisting AND Interview
British Council Core Skills	Assessment Stage
<p>Communicating and Influencing (Level 1) Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p> <p>Planning and Organising (Level 2) Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>Analysing Data and Problems (Level 1) Breaks down problems into a list of tasks to be done and decides on appropriate action.</p> <p>Managing Finance and Resources (Level 1). Uses resources efficiently in own role and complies with financial rules and procedures.</p>	Shortlisting AND Interview
British Council Behaviours	Assessment Stage
<p>Making it happen (essential) Delivering clear results for the British Council</p> <p>Working together (essential) Establishing a genuinely common goal with others</p> <p>Connecting with others (essential) Making regular opportunities to understand others better</p> <p>Creating shared purpose (essential) Communicating an engaging picture of how we can work together</p> <p>Being accountable (essential) Delivering my best work in order to meet my commitments</p>	Interview
Prepared by:	Date:
Louma Saddick	26/02/2018