

Role Title

Financial Planning Analyst (FP&A)

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Finance	6	Flexible within China	Fixed Term Jul 2018 to March 2019	FP&A SBU Manager

Role purpose

To support the Exams Financial Planning and Analysis team by providing accurate consolidation, review and analysis of the financial data linked with plans, forecasts or performance review.

To ensure the financial data used to consolidate the regional position is complete, accurate and represents accurately the reality of our product portfolio. To achieve this, the post-holder will make sure all adjustments needed to represent correctly the current state of our businesses are entered in the system and any variances resulting from the analysis is explained properly, in the context of the regional business strategy and taking into account the specific economic/business context associated with different markets/countries where the activity takes place.

To liaise with the local SBU leads, country staff and Regional Financial Controller's team when and where required, to ensure errors are corrected and prevent distortions resulting from financial accounting aspects.

To implement new ways of automating financial planning and reporting/consolidating information, making sure it is fully in line with SBU's business needs.

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.

East Asia is a very dynamic region with continuing economic growth. With a population of 2 billion people we are seeking to increase our impact significantly. In order to do this, we have significant growth plans for all our programmes in English, Education and Society and the Arts. All our work in English is customer and client funded, which means we generate income to support our growth and impact. We also have challenging business growth and partnership development plans to achieve this, so it's essential we balance between growth in income and

resulting growth in impact is maintained and understood internally and externally.

The East Asia region has an employee population of ca. 2300 in 14 markets - Australia, China, Hong Kong, Indonesia, Japan, Korea, Malaysia, Myanmar, New Zealand, Philippines, Singapore, Taiwan, Thailand and Vietnam.

In China the British Council operates across five offices: Beijing, Shanghai, Guangzhou, Chongqing and Wuhan. We employ over 750 staff across the country.

The British Council operates under two legal entities in China. 1) We operate as the Cultural and Education Section of the British Embassy in Beijing and Cultural and Education Section of the British Consulate-General in Shanghai, Guangzhou, Chongqing and Wuhan. 2) Our Exams work across China operates as a Wholly Foreign Owned Enterprise - BC Education Consulting (Beijing) Company Ltd (BC 教育咨询 (北京) 有限公司)/ BC Education Consulting (Beijing) Co. Ltd Chongqing Branch (BC 教育咨询 (北京) 有限公司重庆分公司)/ BC Education Consulting (Beijing) Co. Ltd Guangzhou Branch (BC 教育咨询 (北京) 有限公司广州分公司)/ BC Education Consulting (Beijing) Co. Ltd Shanghai Shenyu Education Technology Branch (BC 教育咨询 (北京) 有限公司上海申宇教育科技分公司). This position will be employed by BC Education Consulting (Beijing) Company Ltd.

Function overview:

The Finance function is structured along functional lines with the aim of embedding the 'three lines of defence' model at its heart, clearly separating the financial control (first line) and risk and assurance (second line) functions, ensuring the integrity of our results and the strength of our controls. This will allow the organisation to focus more easily on business decision making, strategic planning, budgeting and forecasting on the basis of accurate monthly results.

The Finance function works in a matrix environment with SBU experts advising the business on FP&A, whilst reporting lines are within the expertise (ie. Reporting to the Regional Head FP&A). The regional team also plays an interface role joining countries with the UK on global initiatives.

Main Accountabilities:

Accountable for the analysis and interpretation of long and short term financial and operational plans for the SBU through management reporting, analysis and interpretation of financial trends:

Planning, forecasting and budgeting:

- Support the planning process for Exams, by making sure the tools and procedures necessary to deliver timely and accurate information are in place and automated as far as possible.
- To support the Regional Exams SBU FP&A lead in data consolidation exercises, presenting them in a user-friendly form, including graphical representation of the trends and clear documented assumptions.
- To highlight errors or potential risk areas that require attention, as part of the variance review process.
- To integrate financial with non-financial data (such as volume) as part of our planning and reporting processes.
- To provide the necessary training and one-to-one support to Country SBU leads or other members of the team, as required.

Financial analysis:

- To create effective mechanisms that facilitate financial projections, trend analysis and variance analysis in an effective way.
- To work with the Regional Exams FP&A SBU lead on the processes involved in the review and variance analysis.

Management Reporting:

- To investigate any material variances as part of our month end process and ensure the adjustments required take place before hard-close.
- To identify deviations and errors in our master data, including proper reporting structures, including Profit Centres, Cost Centres, WBS and GLs. To implement changes required to correct this within a month after identification/detection.
- To provide enough information that enables the production of complete and business informed commentaries.
- To support the team with any ad-hoc request, enquiry or review process.

Business Performance Management:

- To support proper business performance review by ensuring there is no 'unallocated' income/expenses and by creating mechanisms to minimise the actuals reported under 'NONE' and 'Unassigned' categories.
- To review regularly (monthly) that actuals follow the same assumptions than plan/forecast for any process involving allocation (staff, OPSS and Indirects)
- Assist individual managers in solving data hygiene / SAP issues.

Additionally, the post-holder is expected to cover other members of the team absences and leave periods.

Key Relationships:

Internal

Regional Head FP&A
 Regional Exams FP&A leads
 Cluster Exams leads
 Local SBU Leads
 Regional Financial Controller team
 Corporate Planning/Reporting Team
 Corporate Finance

External

Finance Department, The National Education Examinations Authority China
 Finance Department, IDP Australia
 Statutory accounting service provider
 Tax Bureau, China

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. Ability to work in the region without restrictions	
Direct contact or managing staff working	No	N/a

with children?		
Notes		

Person Specification:		Assessment stage
Role Specific Knowledge, Experience & Skills		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>Minimum 1 year of experience in Operational financial management and or management accounting.</p> <p>Ability to work under pressure. Good time management and data management.</p> <p>Ability to work in virtual teams</p> <p>Part qualified with a recognised accounting body.</p>	<ul style="list-style-type: none"> Experience working with SAP. 	<p><i>Shortlisting and interview</i></p>
British Council Core Skills		Assessment Stage
<p>Analysing Data and Problems Level 2: Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.</p> <p>Communicating and Influencing Level 2: 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.</p> <p>Planning and Organising</p> <p>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>Business Performance Management</p> <p>Level 1: Measuring, monitoring and assessing procedures, performance and investments, engaging external good practice as appropriate to ensure British Council goals are met and investments are optimised.</p> <p>Financial Analysis</p> <p>Level 1: Use financial analysis to evaluate performance.</p> <p>Management Reporting</p> <p>Level 1: Creation, analysis and interpretation of long- and short-term financial and operational plans through management reporting, analysis and interpretation of financial trends, impact assessment and timely advising of business leaders, enabling informed decisions</p> <p>Planning, Forecasting and Budgeting</p> <p>Level 1: Contribute to planning and forecasting activities and apply skills in</p>		<p><i>Shortlisting and Interview</i></p>

<p>basic modelling.</p> <p>Ability to explain complex financial data to non-finance people, using non-technical language.</p> <p>Advanced excel skills including pivot tables.</p> <p>ERP systems experience (transaction level and reporting).</p> <p>Fluency in written and spoken English 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.</p>	
<p>British Council Behaviours</p>	<p>Assessment Stage</p>
<p>Being Accountable (demanding): Putting the needs of the team or British Council ahead of my own.</p> <p>Making it Happen (ESSENTIAL): Delivering clear results for the British Council.</p> <p>Shaping The Future (ESSENTIAL): Looking for ways in which we can do things better.</p> <p>Working Together (demanding): Ensuring that others benefit as well as me.</p>	<p><i>Interview</i></p>
<p>Prepared by:</p>	<p>Date:</p>
<p>Martha Sierra</p>	<p>30 May 2018</p>