

Job Description
Ref no:

Job Title	Exams Finance Manager		
Directorate or Region	South Asia	Department/Country	Exams – Sri Lanka
Location of post	Colombo	Pay Band	Band 6/Grade G
Reports to	Head of Exams Operations and Compliance	Duration of job	Indefinite

Purpose of job:

To provide Examinations Services Sri Lanka with the financial and contracting services needed in order to ensure an efficient, secure and appropriately controlled environment as per Essential Finance.

Context and environment: (e.g. dept description, region description, organogram)

- British Council Sri Lanka is a vibrant operation delivering a high impact portfolio of projects across Education and Society, English and the Arts. We have 25,000 members in our library which is the largest membership in the British Council global network, and run two of the largest British Council Teaching Centre and Exams operations in the world.
- The British Council Sri Lanka delivers a wide range of UK qualifications – including English language (IELTS and ESOL), school, academic & professional qualifications; in total around 83,000 exams a year, across Sri Lanka, through our offices in Colombo, Kandy and Jaffna, and in the Maldives.
- This role will play a key role in supporting the smooth operations of the Exams department nationwide. The financial requirements – in planning, monitoring and analysis - within the Exams department is becoming increasingly significant due to the growth of business, and increasingly robust Essential Finance standards

South Asia Region: The South Asian region consists of 7 countries, India, Sri Lanka, Bangladesh, Nepal, Pakistan, Afghanistan and Iran, at least 4 of which are major examinations markets for the British Council. Challenging operating environments are a feature of the region so a strong technological platform and working through outsourced operations are two ways that business can be effectively managed.

Accountabilities, responsibilities and main duties:
(including people management and finance)
Accountabilities:

- Deliver a range of financial services to the Exams team to ensure effective standardisation of processes, the introduction of innovative and effective systems and full compliance with the finance, contracting and procurement standards outlined in 'Essential Finance'
- Provide support on accurate, timely and high quality analysis, while providing insights to key decision-makers in the team

Responsibilities & Duties:

- Oversee exams project structures in SAP to ensure consistency, including the uniform application of WBS, GL and Material Group codes for examinations as per global guidelines
- Develop effective budget management systems for examinations operations, train colleagues in their use as needed and monitor to ensure they reflect accurate budget management across the operation
- Manage the receipting function for exams income (in co-ordination with the Customer Service Manager) by ensuring that the most effective software is in use and systematically setting up codes for any Receipt Management software as per the standardised SAP project format
- Prepare process documents for exams financial processes and monitor to ensure that these are followed in a standard and compliant manner
- Trouble shoot on SAP, Receipt Manager and other software systems
- Ensure income reconciliations and stock reconciliations are carried out as per the agreed timetable, supporting Product Manager to complete them on time.
- Prepare monthly accruals to be signed off by Head of Operations and Compliance.
- Provide accurate and timely data for financial plans and monthly reports; Exams Business Plans on SAP, Financial Control & Compliance Framework (FCCF) monthly and yearly accruals etc as per required.
- Ensure all Purchase Orders are created in line with FCCF, and that they are approved and payments made as per the agreed guidelines, while all Sales Invoices are settled within 30 days
- Support Head of Operations and Compliance in identifying and exploring relevant outsourcing arrangements to increase the efficiency and accuracy of all exams financial transactions
- Act as project manager and co-ordinator for new system innovations
- Ensure monitoring and evaluation are embedded throughout the exams financial planning, systems and processes so that lessons are learnt and fed back into constantly seeking to improve and develop these
- Contribute to the Sri Lanka examinations operation by working closely with the exams team along matrix management lines, ensuring all activity is delivered to plan
- Keep professionally updated on sector developments that affect delivery and project management methodologies where relevant.
- Management of the Information Management Register.
- Working closely with product staff, ensure timely submission of reconciliations while also signing off for its financial accuracy before submission to Head Exams Operations & Compliance for sign off.
- Carryout any other management responsibilities and duties as required.

Line Management

- Practice essential HR procedures and standards consistently

Key relationships: (include internal and external)

Internal:

- Country Exams Manager
- Head Exams Operations and Compliance
- Product Managers
- Head Business Development
- Exams Marketing Manager
- Office Finance Manager
- Customer Service Manager

External:

- Exams clients and partners across Sri Lanka
- Exams boards – in Sri Lanka and the UK
- Vendors

Other important features or requirements of the job

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

- Occasional travel across Sri Lanka and the Maldives

Please specify any passport/visa and/or nationality requirement.

The candidate should have a legal right to work in Sri Lanka

Please indicate if any security or legal checks are required for this role.

Reference Checks and under our Child Protection agenda, the post-holder may be required to obtain a Police Report within 3 months of securing this job.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Behaviours assessed during interview stage of recruitment process</p> <p>Being accountable (more demanding) <i>Putting the needs of the team or British Council ahead of my own</i></p> <p>Making it happen (more demanding) <i>Challenging myself and others to deliver and measure better results</i></p>		<p>The position holder will be required to demonstrate <u>all six behaviours</u>, on the job. These will be assessed during year end performance evaluations.</p> <p>Behaviours to be assessed during the interview</p>

	<p>Working together (essential) <i>Establishing a genuinely common goal with others</i></p> <p>Behaviours not assessed during recruitment process</p> <p>Shaping the future (essential) - <i>Looking for ways in which we can do things better</i></p> <p>Connecting with others (essential) - <i>Integrates people of different backgrounds into teams in order to achieve business objectives</i></p> <p>Creating shared purpose (essential) - <i>creates energy and clarity so that people want to work purposefully together</i></p>		stage of recruitment are mentioned.
Skills and Knowledge	<ul style="list-style-type: none"> Financial Planning & Management (Level 2) (all areas) English (CEF B2), and Sinhala or Tamil native speaker level. 	<ul style="list-style-type: none"> Project & Contract Management (Level 1): tendering and procurement, managing risk, monitoring, evaluation and reporting. 	<p>Short listing and Interview</p> <p>Certification of English required or Aptis test done.</p>
Experience	<ul style="list-style-type: none"> 3+ years' experience working at a middle/ junior management level (Management Accounting or Auditing and Administration). 	<ul style="list-style-type: none"> Experience of working in the field of examinations / qualifications Experience of working with international and local stakeholders 2+ years' experience of line management. 	Short listing and Interview
Qualifications	<ul style="list-style-type: none"> Bachelor's Degree in Business Management/ Accounting or equivalent qualification (In the absence of the above qualification a long service record of over 6 years including the work experience required above + GCE Advanced Level or equivalent qualification is required). Intermediary level part 	<ul style="list-style-type: none"> Post Graduate or equivalent qualification in Business Management. 	Short listing and interview

	qualification in from a recognized accounting body (eg CIMA, CA, ACCA, ICWA).		
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Submitted by	Devprakash Peiris Head Exams Operations and Compliance	Date	February 2014
Post-holder		Date & Signature	