

Job Description
Ref no:

Job Title	Accountant		
Directorate or Region	Finance	Department/Country	Finance
Location of post	Sri Lanka	Pay Band	PB4 - H
Reports to	Financial Controller / Senior Accountant	Duration of job	Indefinite

Purpose of job:

This role is responsible for supporting the end to end accounting process in the country, including month and year end close, and ensures consistent, accurate and robust financial accounting processes in line with accounting practices and corporate policies. This is a supporting role in the Financial Controlling and Accounting process which is a key function in the new organisational structure emerging from the Financial Transparency recommendations.

Context and environment:

British Council Sri Lanka is a vibrant operation delivering a high impact portfolio of projects. We have approximately 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. Our total staff strength is over 225 across four offices; Colombo, Kandy, Jaffna and Maldives.

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.

Accountabilities, responsibilities and main duties:

The post-holder will:

- Complete all financial tasks required for the financial month-end pre-closing steps and provide support as required for the financial month-end closing steps.
- Complete all financial tasks required for the financial year-end pre-closing steps and provide support as required for the financial year-end closing steps.
- Maintain financial records as per corporate policy and internal audit.
- Provide support as required on accounting transactions and adjustments (accruals, deferrals and provisions), including Intercompany accounting.
- Provide support as required with manual journals and off-system payments requests ensuring accuracy and compliance with relevant policies.
- Assist with reconciliation of all relevant accounts and ensure that this is completed to corporate standards.
- Assist Senior Accountant with preparation of local Tax submissions and other statutory returns.
- Complete Travel & Expenses audits as per policy addressing issues in a promptly manner.

- Assist Senior Accountant / Financial Controller with provision of information to internal / external auditors.
- Assist in the implementation of audit recommendations.
- Complete daily cash reconciliations.
- Responsible for ensuring integrity of cash collection process.
- Responsible for ensuring integrity of customers refund process.
- Support the income reconciliation process by extracting relevant reports.
- Ensure compliance with treasury policy.
- Submit relevant documents to local bank as requested including bank mandates updates.
- Provide support for payroll data entry and payroll journals

Regional and Functional Team Working:

- Contribute to ensuring the policies, procedures and systems are delivered with integrity.
- Work closely and effectively as part of the regional and global finance teams.
- Actively support equality and diversity and work to the British Council's EDI policy at all times.

Key relationships:

Regional Financial Accounting team
 Shared Services Centre
 Corporate Finance
 Bank relationship manager
 Country admin team
 Country Customer Services team

Other important features or requirements of the job

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

We encourage work life balance. However, occasionally the role may require working at unsocial hours. Some travel may be required but is not expected to be significant.

Please specify any passport/visa and/or nationality requirement.	Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka
Please indicate if any security or legal checks are required for this role.	Under our Child Protection agenda, the post-holder is required to obtain a Police Report prior to appointment, clearances on three reference checks, three forms of identification and original qualifications

Person Specification

	Essential	Desirable	Assessment stage
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Behaviours	<p>Being Accountable (ESSENTIAL): Delivering my best in order to meet my commitments.</p> <p>Connecting with Others (ESSENTIAL): Making regular opportunities to understand others better.</p> <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>-----</p> <p>Creating Shared Purpose (ESSENTIAL): Communicating and engaging picture of how we can work together.</p> <p>Shaping the Future (ESSENTIAL): Looking for ways in which we can do things better.</p>		<p>Interview</p> <p>-----</p> <p>Required for the role but not assessed during the application stage</p>
Skills and Knowledge	<p>Analysing Data and Problems Level 1: Is systematic – Breaks down problems into a list of tasks to be done and decides on appropriate action.</p> <p>Communicating and Influencing Level 2: Relates communications to circumstances – 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>Managing risks Level 1: Follows good practices – Demonstrates understanding of risk management policies and procedures and record of following them.</p>		<p>Short listing and Interview</p>

	<p>Planning and Organising Level 1: Is methodical – Able to plan own work over short timescales for routine or familiar tasks and processes.</p> <p>Managing People Level 2: Supervises a small team – Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.</p> <p>Financial Reporting and Compliance Level 1: Understand and apply general compliance standards. Understand core elements of financial statements and reports.</p> <p>Professional Accounting Standards Level 1: Apply accounting principles to accurately record financial transactions and maintain appropriate supporting documentation.</p> <p>Transactional Accounting and Closing Level 1: Understand and apply the British Council's accounting practices. Understand and apply account reconciliations.</p> <p>Highly organised and deadline oriented.</p> <p>High level of accuracy and attention to detail.</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 B1 level of English proficiency.</p>		
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Experience	Proven accounting experience.	Experience working with SAP.	Short listing and/or Interview
Qualifications	Finance graduate and/or part qualified with a professional accounting body		Short listing
Submitted by	Financial Transparency Team	Date	February 2017