

Job Description

Job Title	Resources Officer		
Strategic Business Unit	Finance	Location	Colombo, Sri Lanka, South Asia
Reports to	Assistant Director Resources/Manager Accounting Services	Pay Band	Grade J
Duration of job	Indefinite (permanent)		

PURPOSE OF JOB

- This role is responsible for supporting the administrative duties related to finance & resources in the country in line with standard 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

The British Council

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.

Country Operations

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.

Unit details

The Finance & Resources unit 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 be responsible for:

- Scanning invoices and ensuring that all items are transferred to the hub for processing on a daily basis
- Cheque despatching and related follow up with operational units
- Obtaining top10 vendor statements and assisting with vendor master data review
- Assisting with data entry for manual journals and off-system payments on a timely basis whilst ensuring accuracy and compliance with relevant policies

- Assisting with processing refunds and off-system payments including preparation of banking documents for outgoing payments
- Maintaining financial records & document files as per corporate policy, internal audit & information management guidelines (*digital & physical*)
- Handling all vendor queries & escalate issues to relevant teams as necessary
- Providing support as required on accounting transactions and adjustments for the resources team (journals, accruals, deferrals and provisions), including Intercompany accounting
- Assisting with resources reporting requirements
- Providing support as required for the financial month-end & year-end closing steps (i.e. leases returns on premises)
- Assisting in the implementation of resources related audit recommendations
- Accepting incoming mail for resources team and distributing accordingly
- Deputising in absence of resources personnel (absence cover for essential tasks)

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.

All above accountabilities, duties and responsibilities should comply with standards and guidelines incorporated in the Global Policy Framework (e.g. Code of Conduct, Global Policy Statements, Child Protection (CP), Equality, Diversity and Inclusion (EDI), Information Knowledge Management (IKM), ICT standards (e.g. Acceptable Usage of IT standards).

KEY RELATIONSHIPS: (include internal and external)

The post holder will need to develop successful relationships with;

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

OTHER IMPORTANT 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.

Passport/visa and/or nationality requirement	Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka
Security or legal checks 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
Behaviours See The Behaviours Dictionary for details	<p>Behaviours assessed during interview stage of recruitment process</p> <ol style="list-style-type: none"> 1. Being Accountable (Level – essential) 2. Making it Happen (Level – essential) 3. Connecting with Others (Level – essential) <p>Behaviours not assessed during recruitment process</p> <ol style="list-style-type: none"> 4. Working Together (Level – essential) 5. Creating Shared Purpose (Level – essential) 6. Shaping the Future (Level – essential) 		<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 stage of recruitment are mentioned.</p>
Skills and Knowledge See The Core Skills Dictionary for details	<ul style="list-style-type: none"> • Communicating and Influencing (Level 1) <p>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> <ul style="list-style-type: none"> • Planning and Organising (Level 1) <p>Is methodical – Able to plan own work over short timescales for routine or familiar tasks and processes.</p>	<ul style="list-style-type: none"> • Transactional Accounting and Closing (Level 1) <p>Understand and apply the British Council's accounting practices. Understand and apply account reconciliations.</p>	Short listing and Interview
Experience	<ul style="list-style-type: none"> • Experience in working in an administration unit or similar environment • Experience in working with IT systems 		Short listing and/or Interview
Qualifications	<ul style="list-style-type: none"> • GCE Advanced Level or equivalent and any other related qualification/part qualification 		Short listing

Other	<ul style="list-style-type: none"> • Highly organised and deadline oriented. • High level of accuracy and attention to detail • Fluency in written and spoken English 		Interview and Written test in English
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Submitted by	Manager Accounting Services	Signature & Date	April 2018
Post-holder		Signature & Date	