

## Role Information

Role	Pay Band	Location	Duration	Reports to:
<b>Project Finance Assistant</b>	<b>Pay band 5 - 50%</b>	<b>Colombo, Sri Lanka</b>	<b>18 months (Fixed Term Contract) – 50%</b>	<b>Lead Consultant Society</b>

## Role purpose

This job role will be responsible for completing the accounting process for the project including monthly, quarterly and annual reporting requirements. This includes ensuring consistent, accurate and robust financial accounting processes in line with governing accounting practices and policies. She/he will be based in the British Council Colombo office.

## 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 overview:

### British Council in South Asia Region

South Asia, with a population of around 1.8 billion people, is one of the most diverse and dynamic parts of the world and is characterized by continuing economic growth. There is a strong demand for recognised education and English language skills, and an interest in many countries in exploring how creative, open and transparent societies can lead to greater prosperity.

We have operations in high growth developing economies of India, Pakistan, Bangladesh, Sri Lanka, Nepal, and Afghanistan. Our annual turnover across these markets is more than £175 million and our employee population is approximately 1800. Each of our country offices are headed up by a Country Director, and supported by shared functions for human resources, finance and marketing which support all businesses.

### British Council in Sri Lanka

In Sri Lanka, British Council is a vibrant operation delivering a high impact portfolio of projects under the larger English and Education program. Additionally, we have approximately 25,000 members in our libraries, the largest membership in the British Council global network and run two of the largest British Council Teaching Centres and Exams operations in the world.

### About the SBU

British Council recognises social enterprise as a platform to achieve fairer, more inclusive and sustainable economies. Through our Global Social Enterprise Programme, we aim to bring about positive change in the global economy and society. We work with governments to support the creation of enabling policy and legislative environment conducive to the establishment of social enterprises and flows of social investment. We work with civil society organisations to empower marginalised and vulnerable communities (with a strong focus on

women and youth) to fully participate in the economic development. We work with the private sector focusing on micro small and medium size enterprises (MSMEs), to support innovation and scale of social enterprise.

In Sri Lanka, we are committed to working with partners to support the growth of the social enterprise sector in the country and will draw from our extensive experience, both globally and regionally. The “ENTERPRISE” Project which is funded by the European Union will support integrated rural development in the most vulnerable districts of the Central and Uva Provinces of Sri Lanka.

The project is implemented in partnership with CARE Germany-Luxembourg and Chrysalis.

### Main opportunities/challenges for this role:

**Gaining experience in working in an EU funded project**  
**Adhering to stringent financial procedures of EU**

### Main Accountabilities:

- Assist in the preparation and consolidation of financial plans, (re)forecasting, cash flow, reporting and analysis for project activities on British Council system
- Assist in procurement of internal and external resources for specific activities and services, ensuring EU and British Council procurement guidelines
- Set up vendors in British Council system, raise purchase order, collect invoices and coordinate timely payment to the vendor
- Collect and record supporting receipts and documentation to validate transactions
- Follow up on timesheets from the consultants and other project staff and keep records of such timesheets
- Assist to prepare required claims and invoices
- Assist to prepare internal financial reports in British Council system and external financial reports to the Delegation of European Union
- Assist in internal audits, client audits and expenditure verification audit
- Manage project office petty cash
- Prepare Post project related journals.
- Provide support for project closure and financial reconciliations
- Support team with compliance to financial processes

### Key Relationships:

**Internal** – Eu/IRD project team, Society team, Finance team

**External** – Chrysalis Project team, Care Germany team, EUD SL Project Manager and finance team, Consultants and Service Providers

### Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka	Shortlisting
Notes	Under our Child Protection agenda, the post-	Shortlisting

	holder is required to obtain a Police Report prior to appointment, clearances on three reference checks, three forms of identification and original qualifications	
<b>Person Specification:</b>		<b>Assessment stage</b>
<b>Qualifications</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Final year undergraduate and/or equivalent professional accounting qualification (part qualified)		Short listing and interview
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Knowledge of Microsoft office packages (MS Excel)	<ul style="list-style-type: none"> <li>Experience of working with SAP.</li> <li>Minimum 1 year of experience in audit environment</li> </ul>	Short listing Interview
<b>Role Specific Skills (if any)</b>		<b>Assessment Stage</b>
NA		NA
<b>British Council Core Skills</b>		<b>Assessment Stage</b>
Managing Finance and Resources – level 2 Planning and organizing – level 1 Managing accounts and partnerships – level 1 Communicating and influencing – level 1 Using Technology – level 1		Interview
<b>British Council Behaviours</b>		<b>Assessment Stage</b>
Being accountable (essential) Connecting with others (essential) Making it happen (essential) Working together (essential)		Interview