

Role Title

Exams Finance Officer

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Grade H	4 – Gross Salary PKR 70,000/- per month	Karachi	2 years FTC	Head of Operations – Geography (South)

Role purpose

- Carry out day-to-day activities pertaining to exams financial operations activities and financial data analysis for planning activities.
- Assist the country exams team and core finance teams with administration and financial management of exams products, programmes and projects.
- Provide support in day-to-day activities pertaining to taxation administration for the Exams department.

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/Function overview:

- The British Council's Exams Department has set in place an ambitious plan to ensure its growth and greater impact in a fast changing, global environment. To do this, the division needs to work more effectively and efficiently with partners, both internal and external from all sectors of society.
- The Exams Department has grown into a significantly large revenue business. Due to the scale of operations, the organization requires a dedicated resource team to manage financial operations of the department.
- This team will be headed by the Director Exams Planning & Performance and will be responsible for executing operational finance activities as well as periodically monitoring performance against approved plans.

Main accountabilities and duties for this role:

- Responsible for nation-wide exams revenue recognition and recording journal entries in SAP
- Prepare periodic revenue reconciliation reports for each exam product and give revenue assurance against exam conducted with sign off from management.
- Responsible for preparing and executing monthly and yearly closing procedures by posting revenue and expenditure accruals and deferrals in the period of activity. Ensure period end results are in line with plan / forecast and provide variance analysis where required.
- Ensure financial transactions and documents are recorded in files and folders with appropriate indexing and naming for management reporting and audit tracking.
- Support in internal and external audit review by furnishing appropriate documentary evidences, approvals and explanations within close timelines.
- Manage accounts receivable and aged debt recovery by invoicing, tracking and maintaining follow-up correspondence with various local and international business partners for any exam conducted on credit.
- Process board invoice payables to UK exam boards by performing invoice reconciliation and verification in coordination with exams operations teams.
- Process exams refunds to candidates along with other off-system vendor payments by correctly following existing SOPs and ensure due diligence.
- Responsible for preparing and submitting Cash Flow Forecast on a monthly basis, along with explanations of variance with actuals and possible reasons for re-forecasting future months in order justify adjustments made.
- Process petty cash replenishments for out-reach offices and monitor cash reserves.
- Support in monthly computation of direct / indirect taxes and preparation of tax package for reporting
- Support in preparation of tax refunds annual corporate tax and monthly sales tax returns.
- Support in ensuring timely tax reporting, tax provisions and other internal or external tax related requirements
- Provide support to Financial Controller in setting up and reporting applicable FCCF controls and period end checklist.
- Ensure that the child protection e-learning courses is completed
- Ensure that your behaviour is in line with the Child Protection Policy and Code of Conduct.

Organogram

Team Structure

- The position will be part of the country exams team, partly reporting to the Financial Controller.
- The position holder will be a part of a team consisting of two Exams Finance Officers and one Taxation, Control and Compliance Specialist.
- The job scope will extend to all our offices in Pakistan i.e. Karachi, Lahore, Islamabad

Key Relationships:

The post holder will need to develop successful relationships with

- Banks with which British Council holds accounts
- FP&A and Financial Controller teams
- Exams operations, procurement, business development and BSS teams
- External business partners and boards
- Regulatory / taxation authorities

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<i>Right to work in Pakistan</i>	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	<i>Security check as applicable to all British Council staff</i>	

Person Specification:		Assessment stage
Language requirements		
<i>Essential</i>	<i>Desirable</i>	Assessment Stage
<ul style="list-style-type: none"> Fluency in verbal and written English language Proficiency. 		Shortlisting And APTIS Test

Qualifications		
<i>Essential</i>	<i>Desirable</i>	Assessment Stage
<ul style="list-style-type: none"> Bachelor's in finance / Part Qualified ACCA, CA. 	Professional Qualification Qualified ACCA/ACA/ACMA/CIMA	Shortlisting

Role Specific Knowledge & Experience		
<i>Essential</i>	<i>Desirable</i>	Assessment Stage
2 years of experience	2 years of experience in a financial sector Understanding of local tax laws	Shortlisting and/or interview

Role Specific Skills		
<i>Essential</i>	<i>Desirable</i>	Assessment Stage
Understanding of financial accounting and reporting	Experience of financial management in an ERP environment with functional use / knowledge of SAP Experience using FBR portal	Shortlisting and/or Interview

British Council Core Skills		Assessment Stage
Planning & Organizing (level 2) Analysing Data and Problems (level 2) Managing Finance and Resources (level 1) Risk Management (level 1)		Shortlisting and/or Interview

British Council Behaviours	Assessment Stage
Making it Happen - More Demanding level Being Accountable - More Demanding level Working Together - Essential level Creating Shared Purpose – Essential level Connecting with others – Essential level	<i>Shortlisting and/or Interview</i>
Prepared by:	Date:
Manager Commercial	10 Jan 2019