

Role Title

Finance Administrator – Kenya Office

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Advisory, Policy and Expertise	PB4 – H	Nairobi, Kenya	Indefinite	Senior Accountant, Kenya & Regional Office

Role purpose

This role is responsible for supporting the end to end accounting process in Kenya and Regional office (in Kenya), 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.

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.

Function and Geopolitical overview:

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.

The SSA Business Plan sets out ambitious growth targets for both the number of people we will work with and the income that we will generate. Turnover by 2020 is expected to be over to £90 million in SSA, driven predominately by growth in Contract income as well as Exams and Teaching centres, despite a declining grant funding from centre. We also expect to be more profitable, reinforcing financial sustainability. At the same time we aim to achieve a step-change in the quality and performance of the British Council's Finance function by April 2018. This will be achieved through more consistent standard of financial reporting enabling more informed decision making and satisfy the standards demanded by external stakeholders.

The organisation will achieve this by becoming increasingly efficient and commercial in its approach whilst maintaining its public service ethos and charitable purpose. This will be done through the implementation of a number of change programmes, which will result in more efficient and simpler processes. The post holder will

play a key leadership role in driving the timely delivery of these key projects as the organisation transitions to a more efficient operating model.

Internal Operating Context – Regional:

By 2050 the population of Sub Saharan Africa will be 2 billion people, with the majority living in an urban environment. The region will have a middle class the size of Europe. 70% of the population is under the age of 25, and this demographic will grow at 15% year on year for the next 10 years. Generally the region is becoming more politically stable. There are on average 50 elections each year, many of which are more open and transparent than before. The majority of countries in SSA are developing economies. Gender inequality remains and life for women and girls on the continent remains challenging.

While economic growth is significant, it comes from a low base. Income per capita has doubled and foreign debt levels have halved since 2000. Aspirations to become middle income countries as written in national development plans in the next 10 years are optimistic. The World Bank longer view forecasts that 'almost all' African countries will be middle income by 2050. Across the region government priorities focus on economic growth, education and skills, and youth employment. The opportunity and challenge for prosperity and security is the population explosion, meeting aspirations of a youthful continent. Critical to this is improving the efficiency and effectiveness of the English and Exams businesses across the region. Two major global change initiatives to increase the effectiveness of these operations will be implemented in SSA over the next 2-3 years.

Main Accountabilities:

The post-holder will support operations across Kenya and the Regional office:

Accountabilities, responsibilities and main duties:

Income

- Receive and check over the counter income from Customer Services colleagues.
- Cash Management: Park entries for Direct Credits received / Bank Transfers by checking the list of open items sent by the Hub - Provide details of Direct Credits received in Kenya Shillings Bank account to the Regional Hub for posting.
- Reconcile daily takings and post Cash Journal.
- Cash / Cheques / Credit Card income banked.
- Manage local systems for cheque / cash security.
- Collection of staff repayments (Includes phone bill reimbursements or returned advances).
- Ensure that the Sales and Distribution process is being followed according to corporate standards. This includes checking of sales orders, billing documents as well as reviewing aged debt for Exams and Programmes and escalating any issues.

Payroll

- Ensure that the payroll exercise satisfies legal obligations and internal audit requirements.
- Ensure salaries are paid accurately and on time every month.
- Raise FI journal to record payroll related payments and breakdown of entries appropriately (using consistent conventions, and as they would appear on bank statement to enable the Hub to complete reconciliation).
- Ensure separation of duties between parking and posting journals.
- Monitor and report on cost centre budgets for FCCF.
- Produce up-to-date spreadsheets of salary cost actuals, averages and forecasts for all operational team heads as required.
- Deal with staff queries regarding health insurance, social security insurance and other social contributions.

Purchase to Pay

- Manage and monitor down payments.
- Be the second line of support (GSD is the first) for blocked vendor payments.
- Manage Open Purchase Orders (Goods Receipting and Invoicing Receipting).
- Manage the scanning of invoices to a common drive. Vendor management standards are met (monthly tasks).

Payment run

- Manage the payment run, including cheque and bank transfer payments to vendors, according to the periodic payment schedule and in accordance with payment terms
- Provide details of manual cheques issued to the HUB for updating into SAP
- Follow-up with procurement or operations for information relating to payment issues
- Prepare /post staff and customer refunds.
- Prepare cheques for payment. Provide cheque lot numbers to the Regional Hub as and when a new cheque lot is assigned by the Bank.

Bank Reconciliation

- Bank reconciliation - daily routine (Receipts)

Travel and Expenses (T and E)

- Ensure that the travel and expenses process is being followed in accordance with the given processes and policies. This includes managing the corporate T and E audit process as requested by the financial hub
- Management of staff vendor accounts.
- Maintaining files of travel claim receipts and records in accordance with corporate standards.

Management of petty cash

- Disbursement of petty cash payments
- Post financial journals for petty cash
- Replenishment of petty cash via cheque/Cash withdrawal and creation of petty cash journal entry
- Resolve any discrepancies on petty cash control account (in liaison with Finance Officer).

General Accounting

- Park or Post Financial Journals – ensuring accuracy of entries and segregation of duties.

Participate in Finance and SAP training, staff induction and workshops

To manage or co-manage specific Finance projects.

Monitor and Analysis

- Assist the Senior Accountant with periodic tasks contributing to our FCCF (Financial Control and Compliance Framework) and end of month/end of year deliverables are completed accurately and on time.
- Assist the Senior Accountant with continuous analysis of reports against dedicated business streams to ensure accurate balance sheet reporting

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:

Internal

- *Country Director - Kenya*

- Senior Accountant – Kenya & Regional Office
- Cluster and Regional Financial Control team
- Shared Services Centre
- Country Operations team
- Country Customer Services team
- Country and Regional Programme teams
- Other colleagues in the region

External

- Appointed British Council bank.
- Vendors and customers
- Tax authorities

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to live and work in Kenya	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	<p><i>Occasionally work additional hours in the evenings/at weekends, particularly at month end or Financial year end.</i></p> <p>Any other duties as reasonably requested by your line manager</p> <p>CRB check required. Police check required and references sought.</p>	
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Fluency in written and spoken English <ul style="list-style-type: none"> ▪ Shortlisted candidates will need to demonstrate they have met the required standard. 		Shortlisting and interview
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Degree level finance qualification or equivalent 		Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Highly organised and deadline oriented. ▪ High level of accuracy and attention to detail. ▪ At least 2 years working experience 	<p>Experience working with SAP</p> <p>Project management experience</p>	Shortlisting and/or Interview

<p>in financial administration</p> <ul style="list-style-type: none"> ▪ Experience in working with a diverse team. ▪ Experience of an ERP system. 		
British Council Core Skills	Assessment Stage	
<ul style="list-style-type: none"> ▪ Analysing Data and Problems (Level 1): Is systematic – Breaks down problems into a list of tasks to be done and decides on appropriate action. ▪ 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. ▪ Managing risks (Level 1): Follows good practices – Demonstrates understanding of risk management policies and procedures and record of following them. ▪ Planning and Organising (Level 1): Is methodical – Able to plan own work over short timescales for routine or familiar tasks and processes. ▪ Financial Reporting and Compliance (Level 1): Understand and apply general compliance standards. Understand core elements of financial statements and reports. ▪ Professional Accounting Standards (Level 1): Apply accounting principles to accurately record financial transactions and maintain appropriate supporting documentation. ▪ Transactional Accounting and Closing (Level 1): Understand and apply the British Council's accounting practices. Understand and apply account reconciliations. 	Shortlisting AND Interview	
British Council Behaviours	Assessment Stage	
<p>Being Accountable (MORE DEMANDING): 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 (MORE DEMANDING): Challenging myself to deliver and measure better results.</p> <p>Working Together (MORE DEMANDING): Ensuring that others benefit as well as me.</p> <p>-----</p> <p>Creating Shared Purpose (MORE DEMANDING): Creating energy and clarity so that people want to work purposely 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>	
Prepared by:	Date:	

