

Job Description
Ref no:

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| Job Title | Accountant Bulgaria | | |
| Directorate or Region | Finance | Department/Country | Finance |
| Location of post | Bulgaria | Pay Band | PB4 - H |
| Reports to | Senior Accountant | Duration of job | Maternity cover – one year (extension possible) |

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:

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 based on accurate monthly results.

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. Using the UK’s cultural resources, we make a positive contribution to 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. Most of our income is raised delivering a range of projects and contracts in English teaching and examinations, education and development contracts and from partnerships with public and private organisations. Eighteen per cent of our funding is received from the UK government.

The European Union includes 31 countries with a physical presence in 24 countries, an overall turnover of £140m, employing 2,000 people and engaging 16m people annually. English language is of primary importance for our work in Europe, whether teaching through English at our flagship school in Madrid, or, across Europe, providing a range of English language learning experiences for adults and children and working with governments to improve standards of English language teaching in the school system.

Our cultural relations activities also include broader Education and Skills work, the Arts and contemporary social issues. From our regional hub in Brussels, we identify and pursue funding opportunities with the Commission for projects which help us increase our cultural relations impact in Europe and around the world. Partnership is central to all our work and we are increasingly exploring new opportunities to work on shared agendas with partners in the public and private sector.

The Finance function is structured along functional lines and finance job families.

The Finance function works in a matrix environment with SBU leads and Country Directors being key stakeholders, whilst reporting lines are within the finance function. The financial controls team is set up 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 and internal audit (third line), ensuring the integrity of our results and the strength of our controls. The financial planning and analysis team sits in a separate job family working alongside the financial controls team and the business areas. This will allow the organisation to focus more easily on business decision making, strategic planning, budgeting and forecasting based on 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 Exams income 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.
- Ensure that local external accounting requirements are adhered to.
- Co-operate with local accounting company and assist by providing the necessary reports and documentation.
- Co-operate with local Payroll Company and assist with preparation of payroll journal.
- Assist with preparation of local Tax submissions and other statutory returns.
- Assist with the implementation of audit recommendations.

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 always support equality and diversity and work to the British Council's EDI policy .

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

Some travel may be required but is not expected to be significant.

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| Please specify any passport/visa and/or nationality requirement. | |
| Please indicate if any security or legal checks are required for this role. | |

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</p> | | <p>Short listing and Interview</p> |

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| | <p>Level 1: Follows good practices – Demonstrates understanding of risk management policies and procedures and record of following them.</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</p> | | |
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| | 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. | | |
| Experience | Proven accounting experience. | Experience working with SAP. | Short listing and/or Interview |
| Qualifications | Finance graduate. | | Short listing |

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| Submitted by | EU Regional Finance Team | Date | 31/03/2019 |
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