

Role Title

Finance and Administration Support

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Full time	Grade H/4	Erbil	6 Months	Finance Manager

Role purpose

To design and implement effective project monitoring and evaluation systems incorporate all programme development and delivery in order to highlight areas of success, good practice and challenges across all deliverables and result areas of our donor funded activity.

The British Council is recruiting this post to resource donor funded education contracts. An employment contract for this post will be issued. The British Council reserves the right to withdraw this post at any time until the employment contract is signed

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 programme's main objectives include:

- Increasing enrolment rates by analysing the main causes of low enrolment and developing strategies to address the differential rates.
- Raising the quality of education at primary and secondary school level by building capacity to enhance the curriculum, particularly in the area of human science and peace education, and to support children with particular needs, including those with disabilities, children with special needs, IDPs, refugees, education for children with Post-Traumatic Stress Disorder (PTSD).
- Increasing access to education for children with disabilities through the collection of baseline

data, updating legislation and the curriculum, capacity building and awareness-raising.

- Raising the quality of education through enhanced quality assurance of schools against standards.

Main Accountabilities, Duties and Responsibilities:

General Accounting:

- Park/Post Standard Journals
- Undertake housekeeping on GL accounts on a monthly basis as instructed by Finance Manager.
- Monthly reconciliation and internal checks on correct GL codes and WBS's.
- Support with preparation of client invoices preparing hard and soft copy files for audit.
- Proactively ensure WBS master data is kept up to date and is fit for purpose.

Payment process and standards are met:

- Ensure that all payments are appropriately documented and have supporting documents.
- Solve any outstanding issues with Finance team.
- Monitoring of Open Purchase Orders report and solving outstanding issues.

Procurement process standards are met:

- Check compliance of all invoices received against POs in line with Finance and Procurement standards
- Monitoring of Open Purchase Orders report and solving outstanding issues.
- Follow up on Procurement Exercise with Procurement Manager and delivery Team.

Travel and expenses standards are met:

- Maintaining a log for received envelopes

Contract monthly payments are made and charged to relevant WBS element:

- Raising Purchase Orders for Finance contract department.
- Preparing Down Payments , Advance Payments ,Settlements of Down Payments & Advance Payments.
- Preparing the cheques and Transfer Letters and distribute them to Vendors.
- Maintaining a clear and accessible filing system with full audit-trail.

Information Management

- Managing soft/hard copy storage of all finance related documentation including procurement evidence.

Administration

- Movement and visitor entry requests, catering requests to KBR, Booking rooms for meetings, Booking the auditorium for exams and other events
- Pod Booking for UK visitors & air movement requests
- To provide admin support to EU Iraq projects and project managers by ensuring that contacts' documents are processed and deadlines are met.
- Creating POS order on the FABS system creating cash payment vouchers

- To be responsible for all daily office management tasks such as work logistics, office setup and shipments of parcels and material.

Key Relationships:

Internal: Baghdad staff, Erbil staff, Finance manager, regional business support services teams, UK Finance Support team

External: Clients, vendors, customers, FCO/British Embassy / Consulate.

Role Requirements:

Threshold requirements:

Assessment stage

Passport requirements/ Right to work in country

Post holder must be eligible to work and travel in Iraq, the region and to the UK

Shortlisting

Security or legal checks

- Successful applicant will be required to undergo FCO security clearance check; and Iraqi Security Forces check in Baghdad for permission to enter and exit the International Zone, as per Local Law requirements.

Direct contact or managing staff working with children?

Not required

N/a

Other important features or requirements of the job

- Occasional attendance at evening and weekend events.
- Security provision and awareness.
- Frequent travel in-country; occasional travel to regional countries and the UK.

Other important features or requirements of the job

- The post holder will understand and make decisions which are affected by to Equality, Diversity and Inclusion (EDI) legislation and policy. Additionally he/she will exploit opportunities brought by diversity and build them into all planning.
- The post holder will understand the importance of child protection and ensure polices and processes are in place to offer maximum protection of young people at all relevant events and venues and ensure compliance with BC Child Protection policy.
- At peak times and to meet corporate deadlines the role occasionally requires extra hours or weekend working, recoverable as TOIL (Time off in Lieu).

Person Specification:

Assessment stage

Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ English at good level ▪ Arabic - should be a fluent speaker ▪ Kurdish - should be a fluent speaker 		Shortlisting AND Aptis test for English
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ University Degree 		Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • Proven experience in administration and finance at least two years 	<ul style="list-style-type: none"> • Bachelor's degree in business, finance, or similar 	Shortlisting AND Interview
British Council Core Skills		<i>Assessment Stage</i>
<p>Communications and influencing (Level 1) Communicates clearly & effectively Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p> <p>Managing finance and resources (level 2) Uses financial systems and processes Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</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>		Shortlisting AND Interview
British Council Behaviours		<i>Assessment Stage</i>
<p><i>Making it happen (essential)</i> <i>delivering clear results for the British Council</i></p> <p><i>Connecting with others (essential)</i>- <i>actively appreciating the needs and concerns of myself and others</i></p> <p><i>Shaping the future (essential)</i>- <i>looking for ways in which we can do things better</i></p> <p><i>Being accountable (essential)</i> - <i>delivering my best work in order to meet my commitments</i></p>		<p>Short listing & Interview</p> <p>Required for the role but not assessed at the Recruitment stage</p>
Prepared by:		Date:
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