

Role Title

Accountant

Role Information

Role Type	Pay Band	Location	Duration	Reports to
Finance	PB2/J	Almaty, Kazakhstan	Indefinite	Senior Accountant / Financial Controller

Role purpose

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.

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.

Main accountabilities for this role:

- 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 daily cash 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.
- Prepare a narrative report.
- Prepare payment orders in online banking platforms.
- Provide a consistently high level of customer service to all internal and external customers.
- To be agreed between the postholder and their line manager. To perform reasonable duties on behalf of other colleagues during their absence on annual, sick or other special leave.
- Contribute to ensuring the policies, procedures and systems are delivered with integrity.
- Actively support equality and diversity and work to the British Council's EDI (Equality, Diversity and Inclusion) policy at all times.

Key Relationships:

- Country and Regional Finance Teams
- Director / Deputy Director Kazakhstan
- Projects / Business Teams Kazakhstan
- Resources/ IT Team
- Human Resources Team
- Customer Services Team
- Shared Services Centre
- Bank Relationship Manager

Role requirements:

Threshold requirements:		Assessment stage
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Passport requirements/ right to work in country	Right to live and work in Kazakhstan	Shortlisting
Direct contact or managing staff working with children?	No	Shortlisting

Person specification:		Assessment stage
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Language requirements

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment stage</i>
▪ Fluent written and spoken English and Russian	▪ Good written and spoken Kazakh	Shortlisting, Interview

Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
▪ Finance graduate		Shortlisting

Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment stage</i>
<ul style="list-style-type: none"> Proven accounting experience 	<ul style="list-style-type: none"> Knowledge of SAP 	<i>Shortlisting and Interview</i>
British Council core skills		Assessment stage
<ul style="list-style-type: none"> Managing people: Supports others (Level 1) Provides support to less experienced members of the team and is aware of individual differences. Helps colleagues perform tasks and use systems and processes. Planning and organising: Is methodical (Level 1) Able to plan own work over short timescales for routine or familiar tasks and processes. Managing finance and resources (Level 2) Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team. Communicating and influencing (Level 1) Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing. Managing risk (Level 1) Demonstrates understanding of risk management policies and procedures and record of following them. Managing accounts and partnerships (Level 1) Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development. 		<i>Shortlisting AND interview</i> <i>Shortlisting AND interview</i> <i>Shortlisting AND interview</i>
British Council behaviours		Assessment stage
<ul style="list-style-type: none"> Creating shared purpose (essential): Communicating an engaging picture of how we can work together Working together (essential): Establishing a genuinely common goal with others Connecting with others (essential): Making regular opportunities to understand others better Being accountable (essential): Delivering my best work in order to meet my commitments Making it happen (essential): Delivering clear results for the British Council Shaping the future (essential): Looking for ways in which we can do things better 		<i>Interview</i> <i>Interview</i> <i>Interview</i> <i>Interview</i> <i>Interview</i>
Prepared by:		Date:
British Council		2019