

Role Title

Finance Assistant

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Finance	Grade J	Almaty, Kazakhstan	Fixed-term contract (Maternity Leave cover)	Finance Manager

Role purpose

To deliver financial services for the effective and efficient operation of the British Council in Kazakhstan in compliance with corporate and national requirements.

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:

Kazakhstan is a priority emerging economy for the UK and still eligible for ODA funding. However, it has been hit hard by the global economic downturn and this has prompted a re-think on the part of Kazakhstan's Government around how far and fast it can meet its ambition of becoming one of the world's top 30 most developed countries by 2050.

Main opportunities/challenges for this role:

To work with double accounting system i.e SAP and 1C. To follow-up the working activities. Ensuring working progress as targeted. Liaison with other related offices for sharing and co-operations.

Main Accountabilities:

- **Finance administration:** Perform OS07a role in SAP. Control of cash register operations. Incoming and outgoing tax invoice register control. Accountable for availability of primary accounting documentation. Collect and post invoices. Yearly fixed assets accounting. Quarterly reconciliation of all vendors. Control of future expenses in accounting system. Responsible for advance statements, petty cash, timesheets. Monitor and check PO by PO report. Receive and verify over the counter income and issue receipts. Prepare bank payment orders in online banking. Ensure that all payments are processed accurately and promptly, in compliance with corporate and national requirements. Handle main cash and petty cash and process cash payments. Keep keys for office safe. To perform vendor reconciliation on monthly basis. Monitor and clear balance sheet GL accounts on monthly basis. To perform as a substitute for finance coordinator.
- **File and Record Keeping:** Ensure all accounting/finance documentation is properly kept and disposed of according to retention policy.
- **Customer Service:** Provide a consistently high level of customer service to all internal and external customers.
- **EOD:** Ensure that all projects and activities reflect the British Council's values and adhere to its Equal Opportunities and Diversity principles.

Key Relationships:

Internal

- British Council staff and management
- Regional Business Support team in Wider Europe / corporate Business Support team

External

- Altynbank and Citibank Kazakhstan, HSBC
- Delivery partners/ suppliers

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Must be able to work in Kazakhstan	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes		
Person Specification:		Assessment stage
Language requirements		
Minimum / essential	Desirable	Assessment Stage
▪ Fluent written and spoken English and Russian	Good written and spoken Kazakh	Short-listing and interview
Qualifications		
Minimum / essential	Desirable	Assessment Stage
▪ Relevant university degree or equivalent experience	Diploma in finance and accounting	Shortlisting
Role Specific Knowledge & Experience		
Minimum / essential	Desirable	Assessment Stage

<ul style="list-style-type: none"> 1 year experience in finance/accounting 		Shortlisting
Role Specific Skills (if any)		Assessment Stage
<ul style="list-style-type: none"> Financial planning and management (level 1) Computer Skills (level 2) Business management and development (level 1) 		Shortlisting AND Interview
British Council Core Skills		Assessment Stage
<p>Communicating and influencing. (Level 1) Communicates clearly and effectively Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</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>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>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>		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
<p>Creating shared purpose: Communicating an engaging picture of how we can work together (essential)</p> <p>Connecting with others: Making regular opportunities to understand others better (essential)</p> <p>Working together: Establishing a genuinely common goal with others (essential)</p> <p>Being Accountable: Putting the needs of the team or British Council ahead of my own (more demanding)</p> <p>Making it happen: Delivering clear results for the British Council (essential)</p> <p>Shaping the future: Looking for ways in which we can do things better (essential)</p>		Interview
Prepared by:		Date:
Finance Manager		February 2017