

Job Description
Ref no:

Job Title	Chief Accountant / Head Business Support		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Almaty	Pay Band	F
Reports to	Director	Duration of job	Indefinite Contract

Purpose of job:

To provide British Council staff and management, and ensure high-quality provision by all staff managed, with business support services in the areas of Finance, Tax, Legal, Premises and Resources. Manage the delivery of services and advice in order to ensure an efficient, secure and appropriately controlled operational environment. Be responsible for compliance with Kazakhstan's tax and accounting legislation. Ensure compliance with corporate financial and legal standards. Be a member of the country Leadership Team.

The post-holder leads on setting the long-term financial strategy for the British Council's entities in Kazakhstan, ensuring its integrity and viability in line with investment plans established corporately.

Context and environment:

The British Council in Kazakhstan wishes to implement various organisational changes and to expand its activities, in order to enhance cultural and educational exchange between the UK and Kazakhstan, in line with the aims of the *1994 Agreement on Cooperation in the Fields of Education, Science and Culture* signed by the Governments of the two countries. It is important to ensure that, throughout this, all finance and resources services remain compliant with both national and cooperate requirements, whilst not constraining the necessary speed of change.

The post holder will manage all overheads budgets for Kazakhstan, will be a member of the country Leadership Team, and will act as Chief Accountant once the British Council has registered as a permanent establishment / local entity.

As Head Resources, the post-holder will manage the finance and resources team within the British Council in Kazakhstan.

The post holder will be part of a wider regional Business Support Services team across the British Council's "Wider Europe" region, and will be accountable for the delivery of financial services, facilities management, and IT services in line with our corporate requirements.

Accountabilities, responsibilities and main duties:
Status, tax and legal compliance

- Support the registration of the British Council's operations in Kazakhstan in line with agreed business strategies and action plans.
- Ensure Accounting Policy and all other mandatory documents are in place and up to date.
- Ensure all Kazakhstan and British Council mandatory financial reports and returns are submitted by set deadlines.
- Manage the tax process in Kazakhstan including compliant returns, tax audits and follow-up to tax audits.
- Ensure regular updates of approval limits.
- Sign all official documents as Chief Accountant.
- Ensure the readiness of all British Council processes and functions in anticipation of new and

changing national requirements.

- Liaise effectively with the British Council's outsourced legal, tax and HR advisors as needed.

Strategic financial management

- Provide professional support for business planning processes to assure the timeliness and integrity of the production of country plans.
- Produce SAP financial plans and investment plans (premises, capex, terminal gratuities and other related plans) in line with corporate and regional requirements.
- Advise Director and Leadership Team on business planning, including the provision of financial and other management information for management meetings.
- Using SAP, monitor Kazakhstan's financial position. Provide accurate and timely financial information to budget holders and managers and commentary for the Leadership Team and Regional Finance Team in Wider Europe.
- Inform Director and senior managers about current issues, options and recommendations so that strategic decisions can be made.

Operational financial management

- Ensure effective planning and monitoring of country budgets for corporate budget cycles.
- Monitor, control and analyse performance, report variances and advise on corrective action to the Director, Leadership Team and Regional Finance Team in Wider Europe.
- Ensure that staff costs and Business Support budgets are managed together with related managers
- Ensure business processes are efficient and are kept up to date, and are documented and communicated to staff.
- Monitor and implement changes in Kazakhstan's tax and accounting legislation, and in financial and business systems as required by HQ.
- Manage the financial systems in use (SAP).
- Liaise with Human Resources and manage payroll service activities.
- Ensure all necessary financial documents are archived correctly.
- Budget management responsibilities for the Business Support budget

Financial compliance and risk management

- Be accountable for the compliant operation of the Financial Control Compliance Framework (FCCF) process.
- Ensure quarterly and annual Enterprise Risk Management Framework meetings are held with all budget holders and minutes are produced, approved and submitted as required.
- Manage audit planning and deployment processes.
- Manage the internal control environment.
- Provide assurance on all aspects of financial control.
- Ensure financial processes and returns comply with British Council standards and Kazakhstan mandatory tax and accounting legislation.
- Ensure all staff correctly use finance related processes, by communicating up to date policies and process maps and providing appropriate training and support.

Resources management

- Ensure the effective delivery of all premises, procurement, IT, facilities and other support services for the effective and efficient operation of the British Council in Kazakhstan, in compliance with corporate

and national requirements.

- Ensure the achievement of agreed resources efficiency and environmental targets

Line / team management

- Manage the finance and resources team and directly line manage the Finance Manager and the Resources Manager.
- Agree SMART deliverables that are aligned with higher level plans for each individual directly and indirectly managed.
- Manage staff performance throughout the year, providing opportunities for regular dialogue supported by regular face-to-face meetings, at least quarterly.
- Address any underperformance issues quickly and effectively.
- Support the relevant development of staff directly and indirectly managed and ensure that all finance and resources staff are adequately trained and supported.

EOD

- Ensure that all premises and office services reflect the British Council's values and adhere to its Equal Opportunities and Diversity principles.

Other Ad-hoc duties

- To be agreed between the post holder and their line manager, including the performance of reasonable duties on behalf of other colleagues during their absence on annual, sick or other special leave.

Key external relationships

- Ministry of Finance / Ministry of Justice (and their local offices)
- Local Tax Offices Almaty and Astana
- British Embassy Kazakhstan
- External tax and status consultants
- The British Council's landlords

Key internal relationships:

- Director Kazakhstan
- Human Resources Manager Kazakhstan
- Leadership Team Kazakhstan
- Local Staff Association Kazakhstan
- Regional Business Support Teams in Wider Europe / corporate Business Support Teams
- Corporate Legal Adviser

Other important features or requirements of the job

Some national and regional travel. Some evening and weekend working remunerated with overtime payments or TOIL.

Please specify any passport/visa and/or nationality requirement.

Must be able to work in Kazakhstan

Please indicate if any security or legal checks are required for this role.

No criminal record.

Person Specification

	Essential	Desirable	Assessment Stage
Behaviours	<p>Being accountable (more demanding): Putting the needs of the team or British Council ahead of my own</p> <p>Making it happen (more demanding): Challenging myself and others to deliver and measure better results</p> <p>Shaping the future (more demanding): Exploring ways in which we can add more value</p> <p>Working together (more demanding): Ensuring that others benefit as well as me</p> <p>Creating shared purpose (more demanding): Creating energy and clarity so that people want to work purposefully together</p>		<p>The following behaviours will be tested during interview</p> <p>Being accountable</p> <p>Making it happen</p> <p>Working together</p>
Skills and Knowledge	<p><u>Business Management & Development (level 2)</u></p> <p>Managing Risk: Undertakes business risk identification and analysis for specific initiatives in line with business risk management frameworks. Uses this to inform approach and manage risk.</p> <p>Monitoring and Evaluation: Builds monitoring and evaluation into the business strategy.</p> <p>Studies evaluation data to see if new approaches have had the desired impact reflects on lessons learned and communicates the results of valuation.</p> <p><u>Financial Planning and Management (level 3)</u></p> <p>Planning and forecasting: Ability to produce a financial plan to support programme of activity for dept./country/region</p> <p>Ability to cost activity, including cost benefit analysis where appropriate</p>	<p><u>Business Management & Development (level 2)</u></p> <p>Business strategy: Makes a measurable contribution to the development of business strategy and value for money indicators.</p> <p>Positions the business for now and the future by identifying innovative solutions to achieve impact and revenue targets.</p>	Short-listing and interview

	<p>Ability to construct pricing structures (e.g. pricing exams, course fees)</p> <p>Use forecasting as a tool to identify patterns/trends in expenditure/income</p> <p>Monitoring and reporting: Takes lead responsibility for monitoring and reporting at departmental/country/ regional level</p> <p>Able to analyse and interpret complex financial data in order to make appropriate recommendations/proposals to business plans/projects</p> <p>Reports directly and appropriately with internal and external stakeholders on financial matters</p> <p>Impact of financial transactions on BC statutory reporting plus other reporting obligations: Demonstrates an understanding of the wider environment in which the organisation is operating and the impact this has on financial transactions, e.g. devaluation</p> <p>Takes lead responsibility for ensuring that transactions are properly recorded in the accounts</p> <p>Good knowledge of MS Office / SAP</p> <p>Financial accounting skills including book-keeping, good knowledge of Kazakhstan accountancy and tax legislation, advanced financial skills</p> <p>Excellent team-working skills</p>		
Experience	<p>At least 7 years' experience in finance management in multinational organisations, 4 years' experience relevant to a Chief Accountant role in foreign companies</p> <p>Experience in financial compliance, control and auditing</p>	Experience of tax audits, business / entity start-ups and registration processes	Short-listing and interview
Qualifications	Degree or equivalent in finance		Short-listing

Role Profile

	management and/or accounting		
Language proficiency	Fluent written and spoken English and Russian	Good written and spoken Kazakh	Short-listing and interview
Submitted by	Simon Williams	Date	June 2014