### Job Description Ref no:

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|  | Role Profile |

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| Job Title | Finance Officer - Nepal |
| Directorate or Region | Finance | Department/Country | Finance |
| Location of post | Nepal | Pay Band | PB4 - H |
| Reports to | Lead Finance Controller  | Duration of job | Fixed term – 9 months |
| ***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 on the basis of accurate monthly results.To include the context of the region where the post is based.To include the organogram of this finance function***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.
* Process payroll for part time and full-time staffs.
* 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 Financial Controller with preparation of local Tax submissions and other statutory returns.
* Lead customer and vendor balance review and reconciliations.
* Complete Travel & Expenses audits as per policy addressing issues in a promptly manner.
* Assist Financial Controller with provision of information to internal / external auditors.
* Assist in the implementation of audit recommendations.
* Support the income reconciliation process by extracting relevant reports.
* Provide support to country finance team on internal and external audit processes.
* Submit relevant documents to local bank as requested including bank mandates updates.

**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 support equality and diversity and work to the British Council’s EDI policy at all times.

***Key relationships:*** Country FinanceManagement service providerCorporate FinanceGovernment OfficersBank relationship managerCountry admin teamCountry Customer Services team |
| Please specify any passport/visa and/or nationality requirement. | Local applicants preferred |
| Please indicate if any security or legal checks are required for this role. | Screening to be done before appointment |

### Person Specification

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|  | **Essential**  | **Desirable**  | **Assessment stage** |
| **Behaviours**  | **Being Accountable (ESSENTIAL)**: Delivering my best in order to meet my commitments.**Connecting with Others (ESSENTIAL)**: Making regular opportunities to understand others better. **Making it Happen (ESSENTIAL)**: Delivering clear results for the British Council. **Working Together (ESSENTIAL)**: Establishing a genuinely common goal with others. ----------------------------------------------**Creating Shared Purpose (ESSENTIAL):** Communicating and engaging picture of how we can work together. **Shaping the Future (ESSENTIAL)**: Looking for ways in which we can do things better.  |  | Interview ------------------------------Required for the role but not assessed during the application stage |
| **Skills and Knowledge** | **Analysing Data and Problems Level 1:** Is systematic – Breaks down problems into a list of tasks to be done and decides on appropriate action.**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.**Managing risks****Level 1:** Follows good practices – Demonstrates understanding of risk management policies and procedures and record of following them.**Planning and Organising****Level 1:** Is methodical – Able to plan own work over short timescales for routine or familiar tasks and processes.**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.**Financial Reporting and Compliance****Level 1:** Understand and apply general compliance standards. Understand core elements of financial statements and reports. **Professional Accounting Standards****Level 1:** Apply accounting principles to accurately record financial transactions and maintain appropriate supporting documentation.**Transactional Accounting and Closing****Level 1:** Understand and apply the British Council's accounting practices. Understand and apply account reconciliations.Highly organised and deadline oriented.High level of accuracy and attention to detail.**Fluency in written and spoken English** 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. |  | Short listing and Interview  |
| **Experience** | Proven experience – Minimum 3 years specially around accounting, payroll and VAT and Tax compliance. | Experience working with SAP | Short listing and/or Interview |
| **Qualifications** | Finance graduate or professionally qualified (ACCA/CIMA/CA/Similar Others) |  | Short listing  |

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| Submitted by | Financial controlling team | Date | December 2024 |