### Job Description Ref no:

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|  | Role Profile |

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| Job Title | Accountant / Cashier | | | |
| Directorate or Region | Wider Europe | | Department/Country | Kyiv, Ukraine |
| Location of post | Kyiv | | Pay Band | J |
| Reports to | Sergiy Chigir, Finance Manager | | Duration of job | Permanent contract |
| ***Purpose of job:***  To run the day-to-day accounts of the British Council group in Ukraine and to contribute to the efficient functioning of British Council’s Financial management and accounting system.  To deliver effective financial services to all internal and external customers of the British Council Ukraine  ***Context and environment:***  The British Council is the United Kingdom’s international organisation for educational opportunities and cultural relations. It is represented in 110 countries.  British Council Ukraine is a £3m medium-sized business, with more than 90 full-time or part-time employees, building cultural relations between Ukraine and the United Kingdom, running an English teaching operation and administration of exams, as well as expanding programmes in the Arts, English, Higher Education and Society.  The British Council group in Ukraine consists of three entities: the cultural section of the British Embassy, a limited liability company and an extra-curricular institution. The Finance team will work as an integrated team serving all three entities, with common systems of reporting. British Council operates with the use of SAP system  Led by Chief Accountant, the Finance team consist of Finance Manager, Assistant Finance Manager, Accountant/Administrative Assistant and Accountant/Cashier.  Business Support Services Department consists of Facilities and Office Services team, Finance team, IT team and HR team.  The British Council is an equal opportunities and diversity employer, and the post-holder will play a role in ensuring that Equality, Diversity and Inclusion polices are consistently applied through the operation.  The British Council has a fundamental duty of care of all children engaged in activities with us under our mandatory Child Protection Policy. All our employees must be familiar with and follow the Child Protection Code of Conduct. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.  ***Accountabilities, responsibilities and main duties:***  ***To run the following financial duties:***   * To manage all cash payments made to vendors in Ukraine and to local staff according to the Payment lists, to monitor and update the list of not paid items. * To manage all fixed assets and inventories. * To manage all cash receipts, including collect teaching and examination revenue from Customer Excellence team and all other revenue from staff and issue receipts, issue internal invoices to staff. * To perform OSO7A role in SAP system, including invoice verification for cash invoices, process cash downpayments, check and post cash journals, investigation on blocked invoices, weekly clearance of accounts related to Petty Cash and Cash Journals; to cover occasionally for OSO7A role for other countries in the region. * To contribute to Finance Control and Compliance Framework meetings, including monitor of staff travel advances, perform monthly Travel claims audit, send documents to HUB for quarterly Travel claims audit, perform quarterly Vendors reconciliation for cash vendors, monitor the list of unpaid internal invoices, reconcile cafe tickets income in coordination with Teaching Centre and Customer Excellence team. * To monitor administrative Petty Cash floats, including check and post expenditure and income items, check the original documents. * To contribute to on-going delivery of high quality service by Finance Team, including providing financial training as part of the induction process and coverage for other team member’s absence. * To maintain payment documents files, Recurrent Payments file and Internal Invoices file, to prepare quarterly inventory register. * To continue professional development in BC accounting system.     ***Key relationships:*** *(include internal and external)*  BC Ukraine Staff  Noida HUB and Global Service Desk  Office supplies providers  ***Other important features or requirements of the job*** *(e.g. travel, unsocial/evening hours, restrictions on employment etc)* | | | | |
| Please specify any passport/visa and/or nationality requirement. | | Right to work in Ukraine | | |
| Please indicate if any security or legal checks are required  for this role. | | Medical and criminal checks | | |

### Person Specification

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|  | **Essential** | **Desirable** | **Assessment stage** |
| **Behaviours** | **For recruitment:**  **Connecting with others** (essential): Making regular opportunities to understand others  **Working together** (essential): Establishing a genuinely common goal with others  **Being accountable** (more demanding): Delivering my best work in order to meet my commitments  **Making it happen** (essential): Delivering clear results for the British Council | **For performance management:**  **Creating shared purpose** (essential): C**ommunicating an engaging picture of how we can work together**  **Shaping the future** (essential): Looking for ways in which we can do things better | Interview |
| **Skills and Knowledge** | * Communicating and influencing (level 1) * Planning and organising (level 1) * Analysing data and problems (level 1) * Managing Risk (level 1) * Using technology (level 1) * B2 level of English with further commitment to improve language skills, fluent Ukrainian and Russian | * Knowledge of Ukrainian accounting system * Working as an accountant/cashier * Familiarisation with SAP system | Short listing  and Interview  Language test |
| **Experience** | * Previous experience in Finance/Accountancy * Understanding of the core Accounting transactions * Settlements with the Vendors and Customers | * Previous experience in cash handling | Short listing  and Interview |
| **Qualifications** |  | * University degree on financial matters | Short listing and/or interview |

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| Submitted by | Sergiy Chigir, Finance Manager | Date | 04.11.2015 |