

# **SENIOR ACCOUNTANT UKRAINE**

20/07/2017

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Senior Accountant Ukraine	PB 6	Kyiv, Ukraine	Indefinite	Regional Financial Controller / Financial Controller

## Role purpose

This role is responsible for 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.

The British Council is committed to a policy of equal opportunity and welcomes applicants from all sections of the community. We work to ensure that people are not unjustifiably discriminated against on the basis of age, disability, ethnicity and race, gender, religion or belief, sexual orientation or any other irrelevant grounds. We guarantee an interview to disabled candidates who meet the essential criteria

The British Council believes that all children have potential and that every child matters – everywhere in the world. 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

<https://www.britishcouncil.org/organisation/transparency/policies/child-protection>

## Geopolitical/SBU/Function overview:

The British Council was founded to create 'the basis of a friendly knowledge and understanding' between the people of the UK and the wider world. We do this by making a positive contribution to the countries we work with, using the cultural resources of the UK such as art, sport, education, science, culture, language, innovation, creativity and by sharing the UK's values and ways of living.

UK foreign policy top priorities are all relevant to the Wider Europe region – redefining our global role, promoting prosperity and trade with the UK, the importance of culture and education as a basis for dialogue with Russia and supporting stability in Ukraine. While most governments, institutions and individuals across the region are looking to develop new international partnerships, some are becoming increasingly suspicious of the rest of the world. Educational and cultural engagement between Wider Europe and the UK contributes to building trust and promoting stability. The need and opportunity for the UK to reduce the knowledge and trust gap have never been greater.

In Wider Europe, reconnecting with our founding purpose and building the basis of a friendly knowledge and understanding of the UK are powerful propositions. There is respect and demand for UK expertise across several areas on which to build that basis of knowledge and understanding – English and

exams, skills for employability, raising levels of English teaching, reform of education systems, science and research capability and transforming cultural policy. We are living in a time when the British Council has skills and experience which can truly help make the world a better, safer, more prosperous place.

The Finance function is structured along functional lines with the aim of embedding the 'three lines of defense' 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 organization to focus more easily on business decision making, strategic planning, budgeting and forecasting on the basis of accurate monthly results.

### **Main opportunities/challenges for this role:**

The main challenges for this role are to be responsible for 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, to assist at the all internal processes of the preparation of the returns and analysis.

### **Main Accountabilities:**

#### **The post-holder will:**

- Complete all financial tasks required for the financial month end process, being accountable to the Financial Controller for the pre-closing and month end closing steps, including maintenance of accounting records. As part of this the role will also be responsible for carrying out all accounting transactions and adjustments (accruals, deferrals and provisions), including Intercompany accounting, ensuring appropriate use of these in line with accounting rules;
- Assist with preparation of the Finance Compliance Control Framework Return (FCCF) on the quarterly basis;
- Assist with preparation of manual journals and off-system payments requests ensuring accuracy and compliance with relevant policies;
- Assist with budgeting and forecasting process, including the preparation of the monthly comments to MI pack report;
- Assist with reconciliation of all relevant accounts and ensure that this is completed to corporate standards;
- Preparation of the Loss Register return for further approval;
- Ensure that local external accounting requirements are adhered to;
- Preparation of local Tax submissions and other statutory returns to Regional Financial Controller / Financial Controller for approval;
- Support in identifying issues and resolution in relation to financial accounting matters;
- Produce periodic reports relating to financial accounting for the operation as requested by Financial Controller;
- Complete Travel & Expenses audits as per policy addressing issues in a promptly manner;
- Supports Financial Controller with the creation of billing documents once the process has been initiated by the cluster / country operation;
- Support the process of Income in kind submissions including maintenance of supporting documentation;
- Responsible for provision of information to internal / external auditors;
- Assist in the implementation of audit recommendations;
- Responsible for ensuring integrity of cash collection process;
- Responsible for ensuring integrity of customers refund process;
- Ensure compliance with treasury policy;
- Manage fixed assets registrar (FAR) and reconciliation;
- Assist with preparation of the manual journals for payroll postings including all taxes using the data of the local system 1C.

**Regional and Functional Team Working:**

- Ensure Performance Management process in undertaken to meet corporate requirements;
- 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:****Internal**

- Regional FP&A team;
- Bank relationship manager;
- Country admin team;
- Business support services (professional services team);
- Country Customer Services team, Teaching Center & Exams Department, Programs Department.

**External**

- Regional Financial Accounting team;
- Regional Risk and Compliance team;
- Shared Services Centre;
- Corporate Finance.

**Role Requirements:**

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Existing right to work in Ukraine	Shortlisting
Notes	-	-
Person Specification:		Assessment stage
Language requirements		
Minimum / essential	Desirable	Assessment Stage
Fluency in written and spoken English, Ukrainian and Russian	-	Shortlisting
Qualifications		
Minimum / essential	Desirable	Assessment Stage
<ul style="list-style-type: none"> <li>▪ Qualified accountant;</li> <li>▪ University degree or equivalent.</li> </ul>	-	Shortlisting
Role Specific Knowledge & Experience		
Minimum / essential	Desirable	Assessment Stage
<ul style="list-style-type: none"> <li>▪ Minimum of 3 years of experience in a similar role;</li> <li>▪ Experience in working with a diverse team;</li> <li>▪ Experience of an ERP system;</li> <li>▪ Experience working with SAP&amp; 1C;</li> </ul>	-	Shortlisting

<ul style="list-style-type: none"> <li>High experienced with Excel.</li> </ul>		
British Council Core Skills		Assessment Stage
<p><b>Analyzing Data and Problems</b>  <b>Level 2:</b>          Uses data – Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.</p> <p><b>Communicating and Influencing</b>  <b>Level 2:</b>          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.</p> <p><b>Managing risks</b>  <b>Level 2:</b>          Supports a risk management culture – Has track record of identifying and highlighting risks and suggesting mitigating actions.</p> <p><b>Planning and Organising</b>  <b>Level 2:</b>          Plans ahead – Organizes own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p><b>Managing People</b>  <b>Level 2:</b>          Supervises a small team – Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.</p> <p><b>Financial Reporting and Compliance</b>  <b>Level 1:</b>          Use accounting and analysis skills to interrogate data and financial reports to support the business in taking appropriate action.</p> <p><b>Professional Accounting Standards</b>  <b>Level 2:</b> Use analysis skills to analyse and interrogate data, ensuring accuracy and validity of recorded financial transactions and related reports.</p> <p><b>Transactional Accounting and Closing</b>  <b>Level 1:</b> Understand month and year-end close activities and provide accurate and timely financial submissions.</p> <p><b>Business Partnering</b>  <b>Level 1:</b> Engage with others to understand needs and support the business by providing relevant, accurate and consistent financial information on a timely basis.</p> <ul style="list-style-type: none"> <li>Highly organized and deadline oriented;</li> <li>High level of accuracy and attention to detail.</li> </ul>		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
<p><b>Being Accountable (MORE DEMANDING):</b>  <i>Putting the needs of the team or British Council ahead of my own.</i></p> <p><b>Connecting with Others (ESSENTIAL):</b></p>		Interview

*Making regular opportunities to understand others better.*

**Making it Happen (MORE DEMANDING):**

*Challenging myself and others to deliver and measure better results.*

**Working Together (MORE DEMANDING):**

*Ensuring that others benefit as well as me.*

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**Creating Shared Purpose (MORE DEMANDING):**

*Creating energy and clarity so that people want to work purposely together.*

**Shaping the Future (ESSENTIAL):**

*Looking for ways in which we can do things better.*

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*Required for the role  
but not assessed  
during the application  
stage*