

Job Description

Job Title	Operations Officer – part time		
Directorate or Region	EU Region	Department/Country	Romania
Location of post	Bucharest	Pay Band	Local H
Reports to	Head Finance, Procurement and Facilities	Duration of job	2 years with option for extension

Purpose of Job:

Under the guidance of the line manager, this role is responsible for the provision of effective business support for the Romania operation, within the agreed timescales and financial regulations.

The role will focus primarily on procurement and business administration but will also include finance-related and responsibilities.

Context and Environment:

Romania is one of the tier 2 countries in EU region, with medium size teaching and exams operations that deliver approx. 6 mills. GBP per year. It is also one of the few countries that collect local income from grant activity and has a Programs and Projects Unit operation leading on various cultural relations activities, focusing on Arts, Education and English.

We are the leading ELT Organisation in Romania. Our Teaching operation is present with 6 Centres in Bucharest and once Centre in Iasi, with a particular reputation for excellence in teaching young learners. We run a successful exams operation with national presence, delivering Cambridge-ESOL examinations, IELTS, Aptis, professional exams etc.

We are continuously looking to expand our Teaching, Exams and other local income activities.

We continue to be active across the spectrum of project and partner activity in Arts, Education and English, with a limited Society portfolio. We see English, via global products, new technologies and teacher training, as the area where we can achieve most impact and most closely meet local needs. The following are particularly important in the way we work:

- we integrate all aspects of our work regardless of how they are funded;
- we are entrepreneurial in seeking and exploiting new opportunities;
- we focus on delivering excellence to the customer in order to achieve maximum impact;
- we work with and through partners to ensure that our work is relevant and to increase impact and sustainability;
- we are forward-thinking in our use of new technologies to communicate with our audiences;
- we are clear and confident about our offer to partners and customers: access to UK excellence; our reputation as a trusted partner and provider; our ability to work across sectors; our access to international networks;
- we put our values – people, creativity, mutuality, professionalism, integrity – at the heart of our work. We are committed to equal opportunity and to the celebration and promotion of diversity and inclusion.

The post is based in Bucharest, as part of the Romania Business Support Team and it is part-time, Monday to Friday, 4 hours/day. Schedule can be flexible and will be agreed by Line Manager with the successful candidate.

Main Duties and Responsibilities:
Finance and Procurement:

- Creation and amendment of Vendor accounts in SAP for BSS and Regional colleagues
- Ordering and PO raising for BSS, and Regional colleagues
- Maintains the income contracts data base and procurement contracts data base
- Ensures Facilities contracts are active and up to date and assists BSS colleagues with sourcing/tendering projects
- Prepares invoices and overseas payments for BSS and Directorate vendors
- In charge of cash collection and handling and the relationship with the collection company
- Prepares financial journals and accruals for BSS

- Petty Cash holder and cashier
- Orders and stores Accountable stationary
- Ensures back-up for invoice verification and scanning –only invoices which are due – while Accountant is on leave

Administrative:

- Books accommodation and travel for CD, external visitors and Regional staff
- Supports the annual clean-up exercise for the archive
- Books the annual medical check-up for staff, on BC Premises
- Supports Focal Point with annual Environmental submission
- Administers the Benevolent fund

Any other duties and responsibilities as requested by internal customers and Line Manager.

Key Relationships: (include internal and external)

- Internal customers: Head of Finance, Procurement and Facilities, Exams Coordinators, TC Coordinators, Project Managers
- Business Support Suppliers such as: facilities contractors, couriers, medical services etc.

Other important features or requirements of the job

The post holder is expected to respond flexibly to demands on time during peak times of work.

On occasional basis such as but not limited at leave periods the post holder may be required by Line Manager to work extra hours during week-days. This will be agreed in advance and Internal Policy on overtime will apply.

The Role does NOT involve working directly with children or line managing someone who works directly with children.

Please specify any passport/visa and/or nationality requirement	The person must have the pre-existing right to work in Romania.
Please indicate if Criminal Record checks are required for this role	Yes, Criminal Record to be provided when the Labour Contract is signed.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> ✓ Connecting with others (more demanding level) <i>Actively appreciating the needs and concerns of myself and others</i> ✓ Working together (essential level) <i>Establishing a genuinely common goal with others</i> ✓ Making it happen (essential level) <i>Delivering clear results for the British Council</i> ✓ Shaping the future (essential level) <i>Looking for ways in which we can do things better</i> 	<ul style="list-style-type: none"> ✓ Creating shared purpose (essential level) <i>Communicating an engaging picture of how we can work together</i> 	Short listing & Interview

	<p>✓ Being Accountable (essential level) <i>Delivering my best work in order to meet my commitments</i></p>		
Skills and Knowledge	<p>Managing people - Supports others Provides support to colleagues and is aware of individual differences. Helps colleagues perform tasks and use systems and processes.</p> <p>Communicating and Influencing - 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>Planning and organising - Plans ahead Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>Analysing data and problems - Is systematic Breaks down problems into a list of tasks to be done and decides on appropriate action</p> <p>Managing Finance - Uses financial systems and processes Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p>Using Technology – Operates as an advanced user Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</p> <p>English language skills at B2/C1 level</p>	<p>✓ Experience with SAP or other ERP systems</p> <p>✓ Managing risk - Follows good practices Demonstrates understanding of risk management policies and procedures and record of following them.</p>	Short listing & Interview/Test
Experience		Experience of 1-2 years in Finance, Procurement or related field is a plus.	Short listing

Qualifications	Bachelor degree in an Economic field or degree currently in progress.	Accounting/financial qualifications completed or in progress are a plus	Short listing

Submitted by	Luminita Zaharia, Head of Finance, Procurement and Facilities	Date	10/06/2019
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