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| **Job Title** | | Junior Finance Officer (Teaching Centre Bucharest) | | | |
| **Directorate or Region** | | EU | | **Department/Country** | Teaching Centre Romania |
| **Location of post** | | Bucharest, Romania | | **Pay Band** | H |
| **Reports to** | | Teaching Operations Manager | | **Duration of job** | 2 years |
| ***Purpose of job:***  The role is responsible for the provision of an effective financial support service for the Teaching Centre, within the agreed timescales and financial regulations. The role will focus primarily on financial operations but will also include Procurement-related responsibilities. Will also ensure that finance systems and procedures run efficiently and accurately and comply with corporate policies and standards. | | | | | |
| ***Context and environment*** | | | | | |
| |  | | --- | | The British Council is the United Kingdom’s international organisation for educational opportunities and cultural relations. We have been operating in Romania since 1938 and are present in three locations: Bucharest, Cluj-Napoca, and Iasi. We build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide.  The Romanian office is part of the British Council’s EU region. We continue to be active across the spectrum of project and partner activities 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:  a) we integrate all aspects of our work regardless of how they are funded;  b) we are entrepreneurial in seeking and exploiting new opportunities;  c) we focus on delivering excellence to the customer in order to achieve maximum impact;  d) we work with and through partners to ensure that our work is relevant and to increase impact and sustainability;  e) we are forward-thinking in our use of new technologies to communicate with our audiences;  f) 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;  g) we put our values – people, creativity, mutuality, professionalism, integrity – at the heart of our work. We are committed to equal opportunity and to celebration and promotion of diversity and inclusion. |   The Teaching Centre in Bucharest continues to expand rapidly and is now one of the largest centers in the EU. We enjoy a strong reputation in Romania as the leading provider of English language courses. Current performance of Exams and Teaching across the country is strong and there are ambitious growth targets for both strands  This post is accountable to the Teaching Operations Manager and is part of a team of 6 people. | | | | | |
| ***Accountabilities, responsibilities and main duties:*** | | | | | |
| 1 | Administration of teaching-related contracts (suppliers and staff collaborators) and liaises with procurement officer for new contracts, for updating contracts and for tendering for teaching activity | | | | |
| 2 | Processing all payments related to Teaching Centre suppliers and staff collaborators | | | | |
| 3 | Income reconciliations for Teaching Centre in Bucharest and Iasi | | | | |
| 4 | Monthly checks are performed as per FCCF and TC financial guidelines | | | | |
| 5 | Payroll information is collected and provided to the HR in timely and efficient manner | | | | |
| 6 | Cash flow predictions are provided monthly to the Finance officer | | | | |
| 7 | Carry out daily financial duties (SAP/Citidirect payments, OS1 role) | | | | |
| 8 | Monitor the offsite travel and process refunds for taxi receipts | | | | |
| 9 | Input of financial plan/forecast for the Teaching Centre | | | | |
| 10 | Provide financial reports as requested by TOM/DELS | | | | |
| 11 | Administer travel requests/claims for TC activities | | | | |
| 12 | Provide administrative support to the TC Admin team when requested | | | | |
| 13 | Ensure confidentiality and safety of documents and transactions | | | | |
| 14 | Complete related administrative tasks to specified standards and provide excellent customer service. | | | | |
| 15 | Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:  * Child Protection * Equality, Diversity and Inclusion * Anti-bribery * Information management * Health and Safety | | | | |
| ***Key relationships*** | | | | | |
| Internal   * Staff collaborators (Teaching assistants & Freelance teachers) * Finance unit * Teachers * Teaching centre administration team * Teaching centre management team * Customer services staff   External   * Learners * Partners (i.e. suppliers) | | | | | |
| ***Other important features or requirements of the job*** | | | | | |
| The working hours will be Monday to Friday, 9.00 to 17.00. During busy periods, weekend work and extended hours (TOIL) necessary. | | | | | |
| Please specify any passport/visa and/or nationality requirement. | | | Applicants must already have the right to live and work in the EU. | | |
| Please indicate if any security or legal checks are required for this role. | | | Enhanced and clear CRB Disclosure is mandatory as well as other appropriate checks. | | |

### Person Specification

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|  | **Essential** | **Desirable** | **Assessment stage** |
| **Behaviours** | **Making it happen (more demanding)** *Delivering clear results for the British Council*  **Working together (more demanding)** *Establishing a genuinely common goal with others*  **Connecting with others (essential)** *Making regular opportunities to understand others better* |  | Shortlisting and interview |
| **Creating Shared Purpose (essential)**  *Communicating an engaging picture of how we can work together*  **Shaping the Future (essential)** *Looking for ways in which we can do things better*  **Being Accountable (essential)** *Delivering my best work in order to meet my commitments* |  | Not assessed during the application stage but assessed during Performance Management process |
| **Skills and Knowledge** | **Managing finance and resources**  Level 2 -Uses financial systems and processes  **Communication and Influencing**  *Level 2 - Relates communications to circumstances*  **Planning and organizing** *Level 2 - Plans ahead*  **Analysing data and problems**  *Level 2 – Uses data*  **Computer skills**  Level 2  Very good command of the Microsoft Office package, in particular Microsoft Excel  **English language skills at B2** |  | Short listing  and / or interview |
| **Experience** | Relevant experience in Finance or other (related) Business support functions | Experience with working with SAP would be a plus | Short listing |
| **Qualifications** | First degree in an Economic field or equivalent by experience. |  | Short listing and / or interview |

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| **Submitted by** | Diana Popa | **Date** | April 2019 |