

## Job Description

Job Title	<b>Exams Finance Manager</b>		
Directorate or Region	South Asia	Department/Country	Examination Services, Nepal
Location of post	Kathmandu	Pay Band	G
Reports to	Country Exams Manager	Duration of job	Indefinite

### ***Purpose of job:***

To provide Nepal Exams with the financial and contracting services needed in order to ensure an efficient, secure and appropriately controlled environment as per the British Council's financial control standards. (Essential Finance). To provide accurate and timely finance reporting for the Nepal Senior Management team.

### **British Council services in Nepal:**

The British Council has been working in Nepal since 1959, starting with a Library at Kantipath and now offering services in 5 cities in Nepal. The main activities are Examinations, Grant-funded (GPF) and FCR project management for development services. The GPF programme comprises teacher education (ETTE+), digital delivery of English learning programmes, school links (Connecting Classrooms), Learning Centre (for examination preparation, personal & professional development, English teaching & IELTS prep workshops) and Arts.

### **Examination services**

The Examinations Services business in Nepal has a reasonably diversified portfolio which includes a large number of UK qualifications including IELTS, GCE (CIE - A & AS Levels), professional qualifications (e.g. ACCA) and university exams. Demand for IELTS is high, and the successful delivery of the exam is closely linked to the British Council's reputation in Nepal.

**South Asia Region:** The SA region consists of 7 countries, India, Sri Lanka, Bangladesh, Nepal, Pakistan, Afghanistan and Iran, at least 4 of which are major examinations markets for the British Council. Challenging operating environments are a feature of the region so a strong technological platform is one of the ways that business can be effectively managed.

### ***Accountabilities, responsibilities and main duties:***

- Responsible for producing accurate and timely financial reporting to support the Country Exams Manager, Nepal Senior Management team, and Regional Finance and Exams colleagues.
- Responsible for ensuring all financial processes, procedures and controls are adhered to, are effective, compliant, comply with standards in Essential Finance and meet audit and procurement requirements.
- Lead periodic reviews on processes and procedures to ensure continual process improvement and compliance. Ensure monitoring and evaluation is embedded throughout the exams financial planning, systems and processes so that lessons are learnt and fed back into constantly seeking to improve and develop these.
- Manage exam project structures in SAP and uniform application of WBS, GL and material code groups for India as per global guidelines.
- Maintain and monitor effective budget management systems for Nepal examinations to ensure accurate budget management across the operation.
- Manage financial reporting and activities: monthly / quarterly ( including but not limited to reforecasting, accruals, cash flow, freelance payments, etc )

- Manage the income reconciliation process for Nepal exams finances, offering training and support to teams where needed.
- Line Management of the Exams Finance Officer.
- Develop and implement strategic staffing plans to meet current and future business needs.
- Adhere to HR procedures and ensure standards are applied consistently.
- Develop a self-development plan and encourage the culture of continuous learning in respective teams.
- Advocate and ensure compliance to the British Council performance procedures and standards to induct, manage and develop team members.

**Key relationships:** *(include internal and external)*

**Internal:**

Country Exams Manager  
 Nepal Exams Operations and Business Development Teams  
 Head Regional Decision Support  
 India Exams Finance Team  
 British Council Management services team in Noida  
 Regional and Global finance teams  
 Exams Finance Officer

**External:**

Financial service provider partners  
 Outsourced financial service suppliers (as appropriate)  
 Exam boards ( contract pricing)

**Other important features or requirements of the job**

Please specify any passport/visa and/or nationality requirement.	Valid permit for working in Nepal
Please indicate if any security or legal checks are required for this role.	Security and reference checks according to British Council policy

**Person Specification**

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	Working together – More demanding Being accountable – More demanding Making it happen – More demanding		Interview only

	<p>Creating shared purpose – More demanding</p> <p>Shaping the future – Essential</p> <p>Connecting with others – More</p>		These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes
<b>Skills and Knowledge</b>	<p>Core skills: Managing finance and resources; level 3 (Supports budget management-Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.)</p> <p>Using Technology; level 2 (Operates as an advanced user especially in MS Excel)</p> <p>Managing Risk; level 1 (Uses resources efficiently in own role and complies with financial rules and procedures.)</p> <p>Analysing Data And Problems; level 1 (systematically-breaks down problems into a list of tasks to be done and decides on appropriate action.)</p> <p>Planning and organising; level 2</p> <p>Communications Skills – level 2</p> <p>Excellent written and spoken English: CEF level C1</p>	<p>Managing projects; level 2</p> <p>Knowledge of SAP</p>	Short listing and Interview
<b>Experience</b>	<p>At least three years' experience in a financial management role.</p> <p>Experience of using an ERP software</p>		Short listing and Interview
<b>Qualifications</b>	Professional financial qualification		Short listing

Submitted by	CEM Nepal	Date	July 2016
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