

## **Temporary Finance Officer, Finance**

### **Role Purpose:**

This role is responsible for supporting 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.

### **Main accountabilities, not limited to the following:**

The post-holder will:

- Complete all financial tasks required for the financial month-end pre-closing steps and provide support as required for the financial month-end closing steps.
- Complete all financial tasks required for the financial year-end pre-closing steps and provide support as required for the financial year-end closing steps.
- Maintain financial records as per corporate policy and internal audit.
- Provide support as required on accounting transactions and adjustments (accruals, deferrals and provisions), including Intercompany accounting.
- Provide support as required with manual journals and off-system payments requests ensuring accuracy and compliance with relevant policies.
- Assist with reconciliation of all relevant accounts and ensure that this is completed to corporate standards.
- Assist Financial Controller with preparation of local Tax submissions and other statutory returns.
- Complete Travel & Expenses audits as per policy addressing issues in a promptly manner.
- Assist Financial Controller with provision of information to internal / external auditors.
- Assist in the implementation of audit recommendations.
- Complete daily cash reconciliations.
- Responsible for ensuring integrity of cash collection process.
- Responsible for ensuring integrity of customers refund process.
- Support the income reconciliation process by extracting relevant reports.
- Ensure compliance with treasury policy.
- Submit relevant documents to local bank as requested including bank mandates updates.

### **Regional and Functional Team Working:**

- 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.

### **Role specific knowledge and experience:**

You should bring along:

- Legal right to work in Nepal
- Ability to demonstrate you have met the required English standard through presentation of an agreed English language certificate, or will be required to take the English Language test and demonstrate a B1 level of English proficiency.
- Proven experience – Minimum 3 years specially around accounting, payroll and VAT and Tax compliance. Experience working with SAP is an advantage
- Finance graduate or professionally qualified (ACCA/CIMA/CA/Similar Others)

### **Further Information:**

**Pay band: PB4 Local contract, Temporary Consultant**

**Location: Kathmandu**

**Department: Finance, Nepal**

**Contract type: Full Time**

**Duration: Fixed Term- 6 months**

**Closing date: 11 October 2023, Wednesday**

**To Apply: Fill in the attached Job Application Form and share at [HR@britishcouncil.org.np](mailto:HR@britishcouncil.org.np)**

Please ensure that you mention the **position title** in the subject when you apply. Only shortlisted candidates will be contacted.

To be considered for this job, you must already have the right to live and work in Kathmandu. Please be aware that for this role, we are not able to sponsor working visa.

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### **Equality , Diversity, and Inclusion (EDI) Statement**

The British Council is committed to policies and practices of equality, diversity and inclusion across everything we do. We support all staff to make sure their behaviour is consistent with this commitment. We want to address under representation and encourage applicants from under-represented groups, in particular, but not exclusively, on grounds of ethnicity and disability. All disabled applicants who meet the essential criteria are guaranteed an interview and we have Disability Confident Employer Status. We welcome discussions about specific requirements or adjustments to enable participation and engagement in our work and activities.

The British Council is committed to safeguarding children, young people and adults who we work with.

We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.