|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | Head of Finance & Resources, Zimbabwe | | | | **Reports to** | Director Zimbabwe | | |
| **Region** | SSA | | | **Country** | Zimbabwe | **City** | | Harare |
|  | | | | | | | | |
| **CONTEXT:** this covers cultural relations and business focus but does not include commercially sensitive data | | | | | | | | |
| **Regional Focus & Priorities**: Please see our [Regional Intranet](http://intranet.britishcouncil.org/SSA/PAGES/DEFAULT.ASPX) and [Country Brief](http://intranet.britishcouncil.org/Site/Regions/briefs/Pages/Default.aspx)  **Key facts about British Council Zimbabwe:**   * British Council has operated in Zimbabwe since independence, in 1980. Our main office and information centre is situated in Harare with another library in Bulawayo. * Over the 35 years, we have established a good reputation for educational services and cultural relations * We have good relations with many in government, arts and cultural organisations, academia, and increasingly corporate organisations. We continue to build on these partnerships to expand our reach and impact * We occupy a major place in the English language assessment market in Zimbabwe as well as working with other examination boards. We are exploring opportunities for expanding this work even further * We deliver significant arts programmes throughout the year with various partners including HIFA and are developing work in arts and development. * We have recently concluded Creative Zimbabwe, a large scale EU project and are actively exploring further opportunities for significant client funded projects, as part of a focus on business and partnership development   **British Council Operating Context**:   * Zimbabwe is facing a liquidity crunch due to the deterioration of the economic environment. This has resulted in retrenchment and the closure of a number of companies. Unemployment has increased as a result and is currently around 85%. There has therefore been a significant increase in the informal sector due to limited career prospects in the formal sector. Zimbabweans continue to emigrate looking for opportunities outside the country, particularly in South Africa. * Bilateral relations remain strained with the UK often named by Zanu PF for attempting to destabilise the country and contributing to the economic decline. * Key challenges for Zimbabwe include: high unemployment, maintenance of quality education and teachers at all levels given the funding restrictions, lack of quality teaching materials, increasing pressure on quality of English particularly in the rural areas, gender equity and child protection, and access to finance for SMEs. The British Council is well qualified to play a part in supporting development in these areas. * History places the UK in a challenging position. By maximising our cultural relations work, the British Council can help develop and maintain new partnerships between Zimbabwe and the UK.   Our independent but complementary role can add considerable value to the work of the British Embassy contributing to the UK’s prosperity agenda through our work in education and Arts. | | | | | | | | |
|  | | | | | | | | |
| **Gateway Elements – Country Specific:** This information is designed to help staff decide if the country requirements and any related restrictions match their personal circumstances*.* | | | | | | | | |
| Diplomatic status | | | None | | Security clearance required | | Standard self-declaration stating no criminal convictions required for all in the employment of BC Zimbabwe.  Additional criminal checks will be carried out | |
| Passport Requirements | | Right to live and work in Zimbabwe | | | | | | |
|  | | | | | | | | |
| **External Stakeholders & Key Relationships:** | | | | | | | | |
| ***External:***   * Vendors, Contractors, Recruitment Agencies, Regulatory Authorities etc   ***Internal:***   * Director Zimbabwe * Regional Finance team SSA * UK and Regional Education/Society SBU programme leads * BC Zimbabwe staff * Southern Africa cluster colleagues in Malawi, Botswana and Zambia | | | | | | | | |
| **ROLE REQUIREMENTS:** | | | | | | | | |
| **Role Purpose & Impact**:  The Business Support function is complex and demanding, serving multiple stakeholders with a variety of needs. Successful management of this unit will need a dynamic, collaborative, experienced and innovative individual. The post holder will play a key role in effective running of the finance and resources function with the support of six team members.  The post holder will support the Country Director and Programme/Project Managers in ensuring that appropriate financial and output targets are set, that performance against targets is monitored and informs in-year action and future planning; to ensure the integrity of financial and other management information systems in line with corporate financial standards. To also ensure efficient, secure & appropriately controlled financial environment, and to provide financial services & advice needed to guarantee effective management of financial resources.  To provide support to Zimbabwe cluster of countries, including Malawi, Botswana and Zambia.  ***Context and environment:*** British Council Zimbabwe has a Resources and Finance team of seven, led by the Head of Finance and Resources. The team is in charge of Zimbabwe finances, procurement and premises management, alongside other crosscutting issues such as Risk Management, Information Knowledge Management and Health and Safety. The Head of Finance and Resources is part of the country’s Senior Leadership Team. | | | | | | | | |
| **Key Accountabilities**: | | | | | | | | |
| The post holder will be accountable to Director Zimbabwe. The tasks detailed below are key tasks, however are not an exhaustive list of the post holders day to day duties.  **Financial Planning**  To manage the financial planning budget setting process for the office by discussing individual budgets areas/components with budget holders and making recommendations for managing adjustments at country level for Director's consideration. To ensure budgets are in line with country plan and strategy.  Annual Financial Planning exercise carried out with all activity managers at least 4 weeks before deadline set by the region. Financial Plan prepared at least two weeks before the deadline for Director's approval.  Year-on-year comparative analysis of local cultural relations and business support services before deadline for Director's consideration.  All budget control spreadsheets updated and budget holders briefed within a week of confirmation of budget.  Yearly overhead drivers exercise and salary averages entered onto Global Planning System before deadline.  **Financial Management**  Oversee/manage country daily financial tasks and provide general accounting and financial services in line with SAP requirements. Ensure budgets are in line with country plan and strategy. Effective support in Financial planning and reforecasting exercises All budget control spreadsheets updated and budget holders briefed within a week of confirmation of budget. HUB interaction, sending invoices and queries Review of trial balance Monitor and reconcile/cancel invoices booked into and communicate status appropriately. Monitor staff travel and operational advances, audit travel envelopes based on random sampling list provided by hub and to send results to hub. Ensure there are adequate separation of duties in the SAP system and measures in place to counter the risk of fraud. Park/post standard journal based on supporting documentation  **Responsible for banking and treasury/statutory tasks** and to ensure execution to satisfaction of line management  To record the move funds details transfer between local banks accounts and inform the hub. Provide details of Direct Credits received in Sterling Bank account to the Regional Hub for posting To check monthly cash flow forecast for Director’s approval Monitor any issues in relation to bank charges / re-negotiation of terms etc. Report on any banking related issues. Oversee collection of staff re-payment, includes phone bill reimbursements or returned advances.  **Budget Monitoring and Management**  To analyse monthly progress of actuals and forecasts to year-end against year-to-date and annual budgets. To discuss any variances from plan with budget holders and recommend an appropriate course of action to manage them at country level for Director's consideration.  To manage the staff costs and Business Support budget for the office.  To manage in-year reviews of budgets by consolidating the results of monthly reviews of financial information. To prepare relevant reports.  Review Financial Control and Compliance Framework (FCCF) and ensure a 'good' Audit rating is achieved  Monthly budget progress reports prepared for management meeting, comparing actuals with profiled estimates, variances discussed with all activity managers and appropriate course of action proposed  Review all operational and overhead budgets, including depreciation vs. actuals quarterly and monthly in the last quarter of the Financial Year, analyse the impact on budgets at country level and recommend adjustments for Director's consideration.  Staff cost budget for operations and overhead staff managed to corporate standards.  Carry out budgeted salary review based on British Council markers, affordability and external environment.  In-year and year-end reports co-ordinated and prepared for Director's approval at least 5 days before the deadline.  In-year financial planning review exercise carried out each year (according to timetable set by region) with all activity managers at least 4 weeks before deadline.  Financial Plan prepared at least 2 weeks before deadline set for Director's consideration.  **Decision Support: Context Analysis and Risk Management**  To monitor the external (political, legal and economic) and internal (corporate standards and procedures) environments and analyse changes and developments in them. To recommend an appropriate course of action in response to changes and developments. To contribute to external environment risk analysis and management.  To ensure financial services and processes adequately address the level of risk in the external environment, are efficient, follow best practice and corporate standards and meet office needs.  To challenge budget holders’ Business Risk Assessments, coordinate the completion of Enterprise Risk Management Framework (ERMF) for the office and cluster to corporate standard  **Responsible for Payroll** and to ensure tasks are completed to satisfaction of line management  To oversee the calculation and preparation of the payroll for all full time staff and gain appropriate approvals  To oversee payroll related monthly  journals, and payments  Oversight for ensuring that SAP has been updated with payroll amounts each month etc (e.g. journal posted using supporting documentation) – Depending on local process being used.  Report on any issues, e.g. over/under payment, staff complaints to line management  To monitor staff debt and report it monthly to Country Director  **To manage/support the delivery of financial services by contributing to the development of finance policies, and ensuring compliance with current legislation and best practice**.  Prepare for Audit and ensure a good Audit rating is achieved  Assist and Contribute to Financial Control and Compliance Framework (FCCF) reporting  Preparation of end of year financial returns  Review and submission of end of year accruals  **HR Management**  To oversee the implementation of all policies and change as directed by Essential HR/ the regional HR team, following (where necessary) consultation with labour law advisors and local country management teams. Ensure local labour law requirements and British Council corporate and regional HR policies and standards are met and implemented.  Ensure the office is meeting regional and corporate standards across all areas of HR:  Ensure all recruitment follows BC procedures, EOD standards are met.  Induction delivered to new staff, staff L&D is managed.  That new staff are added to payroll and that personal salary details are kept confidential.  Pay reviews are conducted with regional HR guidance.  TACOS maintenance and issue resolution as guided by Regional HR.  Reviewed staff contracts in the event of changes in the Labour Law with the assistance of the HR regional team/legal adviser.   That contract and staff files are kept safely and confidentially.  All staff has personal development plans and are following the performance management process, that local moderation is effective in identifying excellent and poor performance.  **Contract and Facilities Management**  To oversee the provision of professional, cost-effective, quality contracted services for maintenance, security and catering to provide a comfortable, healthy and safe working environment for all staff and visitors to the all British Council properties. To manage specific projects and initiatives as required.  All contracted services delivered in accordance with contracts, which are reviewed annually.  **Line management**  Build the finance capability of the financial and leadership community  To provide effective line support for Business Support staff managed in line with British Council brand and values  To actively identify opportunities for staff learning and development (attendance at training courses, self-directed learning and cross-team working)  To providing mentoring and coaching of team and others as needed  ***Other important features or requirements of the job***  You may be required to work some unsocial hours, including weekends and do occasional travels. | | | | | | | | |
| **Key Result Areas**: These are the headline measures for this role; if you are delivering these, then all key accountabilities will be achieved. These measures are expected to be same/similar for all DD roles. | | | | | | | | |
| 1. Responsible for the achievement of all income and impact targets, including financial planning and management, risk management and ensuring business growth targets are met 2. Responsible for cost-effective and quality management of British Council resources, including contracted services 3. Responsible for compliance and ensuring good audit results 4. Management of staff as required or delegated; active engagement of relevant stakeholders, delivery partners and suppliers, both internally and externally 5. Facilitation of cultural relations outcomes, both directly and indirectly | | | | | | | | |
| **PERSON SPECIFICATION:**   * All elements will be assessed in the selection process, using information from the application form, performance evaluations and interview * Elements coded **(SL)** will be used for shortlisting * Elements coded **(NN)** are non-negotiable and therefore are essential for the role * The Behaviours listed in section 4 will be assessed at interview through candidates’ descriptions of “how” they worked. There will be no specific questions on behaviours. | | | | | | | | |
| 1. **Core Skills (Expertise)**    1. Financial Planning and Management **(Level 3)**    2. Resource Planning and Management **(Level 3)**    3. Demonstrable knowledge of SAP **(Level 3)**    4. Tendering and Procurement of goods and services **(Level 3)**    5. Risk Management (**Level 3)**    6. Understanding and knowledge of HR issues **(Level 3)** | | | | | | | | |
| 1. **Generic Experience**:    1. Business Implementation: experience of managing significant business finance and resources, including procurement and risk management **(SL, NN)**    2. People & Team Management: experience of managing people and leading teams **(SL, NN)**    3. Cultural Relations: experience of engaging and managing senior stakeholders and/or partnerships to achieve agreed outcomes and business results | | | | | | | | |
| 1. **Job-specific experience, expertise or qualifications**: Candidates should note that elements in this section will be used for shortlisting and are non-negotiable (i.e. considered essential for the role). 2. Experience of finance planning and analysis and budget monitoring 3. Experience of resources management 4. Contracts management 5. HR management 6. Context analysis and risk management 7. Knowledge and skills in SAP and advanced level Excel skills 8. Financial Management Decision role at management level for at least five years 9. Finance/Accounting qualification from a recognised university. Professional Accounting qualification (CPA/CA/ACCA or equivalent) would be an added advantage. | | | | | | | | |
| 1. **Behaviours**: Appointees to roles at this level are expected to demonstrate all [six Behaviours](http://intranet.britishcouncil.org/hr/Performance_Development/Behaviours/Documents/BC_Behaviours.pdf) at the “most demanding” level, therefore they are by definition **Non-negotiable**. All six Behaviours will be assessed in the selection process with particular emphasis on:    1. Being Accountable    2. Working Together    3. Making it Happen   The Behaviours will be assessed at interview through candidates’ descriptions of “how” they achieved their outcomes. There will be no specific questions on behaviours. | | | | | | | | |
| 1. **Language & Proficiency**: None required | | | | | | | | |