

Job Description

Job Title	Locally Engaged Finance and Resources Assistant		
Directorate or Region	SSA	Department/Country	Finance and Resources, Senegal
Location of post	Dakar	Pay Band	2
Reports to	Head of Finance and Resources	Duration of job	Three (3) years fixed term

Purpose of job:

To support Resources Coordinator to ensure smooth and efficient running of British Council resources and services which meet corporate standards. These include financial services and processes that meet corporate standards; facilities and HR services to support the operation in meeting country and regional objectives; as well as to maintain an appropriate working environment for staff and visitors, which is safe, comfortable and efficient. You will be responsible for assisting the office with day to day issues related to finance, procurement, business continuity and premises. You will assist the Resources Team by processing a range of SAP based tasks such as raising Purchase Orders, maintaining petty cash, procurement/suppliers assistance with financial and accounting services, as well as premises maintenance, fuel, Electricity, Water and telephone consumption monitoring

Context and environment:

British Council Senegal has 2 members in charge of Resources and Finance for the office. One Driver / Messenger supports this team. The Resources Team is in charge of Senegal finances along with Premises management (including CD residence and Head of EES flat in Almadies and a guest flat in Amitie). The team is also in charge of administrative tasks for the office and support to UKA staff.

Accountabilities, responsibilities and main duties:

Procurement: To provide support to the Resources Team and the office in Purchase-To-Pay (P2P) process in delivering to a high standard and to make sure British Council procurement policy is fully followed. To deal with all procurement related tasks e.g. sending invoices to the HUB, following them up and dealing with queries, monitoring suppliers performance and deal with Tax Authorities.

Financial administration: To fulfil basic finance-related administrative tasks mainly holding the petty cash float, making payments and post transactions on SAP. To deliver cheques to suppliers on Friday and Monday. To receive income on a daily basis and deposit it in the safe or at the bank as appropriate up to his approval limit.

Administrative work:

Support RC with effective management of resources, including premises, to meet corporate standards, ensuring health and safety standards, environmental standards and local legislation

requirements are met.

To support Resources Coordinator in premises management and to monitor the different stocks held for the office (stock of stationery and other furniture and furnishings) and inventories for all BC properties, to monitor the Fuel, Electricity, Water and telephone Consumptions and to Maintain the contract folders.

Other key responsibilities:

working on the understanding that you are part of a larger team who all have a collective responsibility to deliver BC work to the highest standard

ensuring that all activities reflect key child protection, Equality, Diversity & Inclusion and environmental issues

The postholder will be accountable to Resources Coordinator. However, the postholder will also be required to work with all Senegal office staff to ensure a good management of our resources.

Key relationships:

Internal:

Resources team

general teamworking with colleagues across the directorate

External:

Suppliers and service providers

Government authorities

Other important features or requirements of the job

A willingness to develop and grow skills and experience through training, collaboration with colleagues and initiative.

Ensure safeguarding and guidelines are applied and upheld in line with standards and policy for the following areas:

Child protection

Equality, Diversity & Inclusion

Health and Safety

Information Knowledge Management

Environment

Resources work requires occasional (or sometimes regular) work outside conditioned hours, for example in the evenings or at weekends. TOIL should be agreed with the line manager in advance to maintain an adequate work-life balance. Postholders may be required to travel abroad on BC business and should therefore hold valid travel documents.

Please specify any passport/visa and/or nationality requirement.

Right to live and work in Senegal

Please indicate if any security or legal checks are required for this role.

Criminal Record will be required

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> Creating shared purpose – Essential 		Required for the position but not used in recruitment process
	<ul style="list-style-type: none"> Connecting with others – Essential 		
	<ul style="list-style-type: none"> Shaping the future – Essential 		
	<ul style="list-style-type: none"> Working together – Essential 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Making it happen – Essential 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Being accountable – Essential 		<ul style="list-style-type: none"> Interview
Skills and Knowledge	<ul style="list-style-type: none"> Using technology (Level 1) 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Communicating and Influencing (Level 1) 		<ul style="list-style-type: none"> Shortlisting & Interview
	<ul style="list-style-type: none"> Planning and Organising (Level 1) 		<ul style="list-style-type: none"> Shortlisting & interview
	<ul style="list-style-type: none"> Analysing Data and Problems (Level 1) 		<ul style="list-style-type: none"> Shortlisting & interview
	<ul style="list-style-type: none"> Managing Finance and Resources (Level 1) 		<ul style="list-style-type: none"> Shortlisting & interview
Qualifications	<ul style="list-style-type: none"> Relevant post-secondary school qualification or comparable experience 	<ul style="list-style-type: none"> Basic Accounting Qualification 	<ul style="list-style-type: none"> Shortlisting
	<ul style="list-style-type: none"> Languages skills (working knowledge of English as well as a willingness to learn and improve English to a B2 level); Proficient in French. 	<ul style="list-style-type: none"> Proficiency in Wolof 	Shortlisting & Interview

Submitted by	Djibril Gaye, Head of Finance and Resources	Date	12 January 2016
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