



FINANCE & GRANTS OFFICER

The British Council is the UK's international organisation for educational opportunities and cultural relations. Our purpose is to build mutually beneficial relationships between people in the UK and other countries through our work in three main sectors: Education & Society, English & Exams and the Arts.

We are looking for a well-qualified, professionally confident, self-motivated, committed and flexible team player to fill the role of **Finance & Grants Officer** in our programme team on the Zambia Accountability Programme which is managed by the British Council and funded by the Department of International Development (UK).

The Zambia Accountability Programme (ZAP) is a five-year £25.5m DFID-funded programme, managed by the British Council, that aims to strengthen supply and demand-led mechanisms of accountability to deliver improvements in the lives of Zambia's poor, particularly in relation to service delivery. The programme works with a wide range of delivery partners and is structured around two clear components:

1. A national level accountability approach, working with political and democratic institutions to create an enabling environment for national citizens' representation.
2. A sub-national level accountability approach, working with civil society, communities and service providers to create demand for improved services

Finance & Grants Officer

This post is one of several making up the British Council Zambia Finance and Resources Team. The post requires generic financial and organisational skills.

Main Responsibilities:

- Accountable for setting up of accounts, recording all income and expenditure, and procurement in line with international best practices, and corporate, client and programme quality standards and for delivering on value for money.
- Accountable for facilitating reporting of ZAP finances in line with international best practices, and corporate, client and programme quality standards and for delivering on value for money
- Accountable for facilitating financial forecasts and budgets are accurately and realistically costed and managed effectively, including monitoring of programme expenditure and income projections.
- Accountable for ensuring timely and effective financial support services to the Programme Team, to facilitate efficient, effective programme delivery across Zambia.
- Assist the programme in Fixed Assets management
- Assist the Programme on Grant Management
- Be the lead in preparations for internal and external audits

Key Qualifications/Experience

- A degree in Accounting or its equivalent
- Experience with management of finances in donor or partnership funded projects
- Experience of delivering and evaluating financial components and projects according to client/business requirements
- Experience with SAP, Excel, word internet and basic enterprise resource planning systems

Applications should be sent by email to ZAP_programme@britishcouncil.org.zm. The deadline for submitting applications is Friday 5th September 2014.

Only short-listed candidates will be contacted.

The British Council is committed to a policy of equal opportunity and welcomes applicants from all sections of the community. We guarantee an interview to disabled candidates who meet the essential criteria. The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989.