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| Job Title | Exams Finance Officer  |
| Directorate or Region | MENA | Department/Country | Examinations, Saudi Arabia  |
| Location of post | Al Khobar  | Pay Band | H |
| Reports to | Examinations Services Managers (ESMs) | Duration of job | Indefinite  |
| ***Purpose of job:*** This role supports the business development elements of the MENA C exams strategy by ensuring high quality financial control and reporting functions in the exams business in the Al Khobar office in Saudi Arabia, and supporting the Exams Services Managers (ESMs) in these areas. ***Context and environment:*** *(e.g. dept description, region description, organogram)* The post is based in the Al Khobar office in Saudi Arabia and works as part of an examinations team managed by the Deputy Country Exams Manager, and consisting of 2 ESMs and their teams; one managing the IELTS business and one managing UK Qualifications. There is significant demand for exams in Saudi Arabia and the substantial volumes currently delivered are expected to grow significantly. Saudi Arabia is a high risk environment and financial control and reliability are high priority areas. The post holder reports directly to both of the Examinations Services Managers in Khobar. ***Accountabilities, responsibilities and main duties:*** *(including people management and finance)***Financial Control and Monitoring*** to ensure exams debt is managed according to corporate standards
* to ensure that all income reconciliations are completed, on time and to standard.
* to collaborate proactively with ESMs to provide support in ensuring that exams corporate finance standards are understood, communicated, applied and adhered to in the office
* to ensure all payments and receipts are accurately recorded to fully meet or exceed audit standards
* to work with ESMs to ensure systematic collection of business data to inform monthly business reviews and reporting requirements
* to deal with specialised enquiries about exams finance

**Financial Processes*** to liaise with ESMs on a monthly basis to identify financial process improvements, and provide solutions
* keep updated professionally in order to provide a service that is in line with current best practice, with at least one formal training course each year in accordance with PMPD guidelines.

**Procurement*** to check and monitor GR/IR reports for open POs on a regular basis and to take necessary action to clear them
* to liaise with ESMs to provide improved efficiencies in the process of raising POs and to provide direct support on PO raising in agreement with ESM

***Key relationships:*** *(include internal and external)*ESMs, ESOs, Resources Managers, and Head Resources, Saudi Arabia. Also clients and suppliers ***Other important features or requirements of the job*** *(e.g. travel, unsocial/evening hours, restrictions on employment etc)*The post involves occasional travel for trainings and meetings. Where applicable, this will be compensated with TOIL. Strict adherence to exam finance requirements is an essential part of the job.Disability is not normally a disqualifying factor for the job.  |
| Please specify any passport/visa and/or nationality requirement. | Applicants with a valid residence visa in Saudi Arabia are eligible to apply for the post. |
| Please indicate if any security or legal checks are required for this role. | Criminal Records checkChild Protection declarationReference checks |

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|  | **Essential**  | **Desirable**  | **Assessment stage** |
| **Behaviours**  | Being accountable (Essential)Working together(More demanding)Making it happen(Essential)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Creating Shared purpose(Essential)Shaping the Future(Essential) |  | Interview InterviewInterview\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Required for the role but not assessed during application stage |
| **Skills and Knowledge** | Using technology -(Level 2)* + - Outlook, Word, Excel, PowerPoint

Communicating and influencing (Level 2)* + - Reading and Writing Skills
		- Speaking and listening skills
		- Knowledge Sharing

Managing finance and resources (Level 1)* + - Monitoring and reporting, receipts process, payment process, impact of financial transactions on BC statutory reporting

Good level of English (CEFR rating B1 – Assessed pre -interview through taking an Aptis test) | Knowledge of exams administration and processes | Aptis test (minimum score required by grade)and Interview |
| **Experience** | Minimum of 2 years’ work experience in a finance field  | Strong working knowledge of FABS | Short listing & Interview |
| **Qualifications** | University Graduate  | Diploma | Aptis test (minimum score required by grade)and Interview |
| Submitted by | Brian Young | Date | 22 March 2015 |