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| **Job title** | **Finance Assistant** | | |
| **Job family** | **Finance** | **Band** | **B** |

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| **Job purpose** |
| To ensure timely and accurate billing of revenues earned. To be responsible for revenue and direct cost reporting and to support customer interactions with respect to queries and payments relating to invoices |

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| **Key responsibilities and accountabilities** |
| * Invoice all revenues in the appropriate period, correctly according to contract and the facts of each case * Raise credit notes in the appropriate period, correctly according to contract and the facts of each case * Ensure that all customers receive their invoices and credit notes on time * Ensure posting to the accounting records of all invoices and credit notes and reconcile the accounting records with the billing systems on a monthly basis * Provide monthly reporting to each revenue generating department on the invoices and credit notes raised for their area of responsibility and clear any questions or issues arising promptly before month end * Identify and prepare revenue adjustments, accruals and corrections and, after approval, post these amounts on time to the accounting records before month end * Reconcile revenue and billing on a monthly basis * Be a primary point of contact for the sales teams for queries about billings and payments * Work with each revenue generating department to eliminate any queries or issues arising from invoicing or the payment/non-payment of customers * Support other members of the Finance team |

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| **Knowledge, skills, training and experience** |
| **Essential**   * Grounding in accounting and finance concepts * Working knowledge of Microsoft Office products * Accounts Receivable Ledger experience (SAP desirable) |

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| **Job impact** |
| *Help maintain the accuracy of the ledger accounts*  ***Scope***  *Daily contact with: Finance team members, customers and responsible managers in the various revenue generating departments*  ***Regular contact with***  *BBC colleagues, Sales Team & Credit Control* |

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| **Appendix** |
| About us  International News is at the heart of the BBC. BBC News Group employs approximately 1600 staff  in 70 international bureaux. It provides multimedia services to a global weekly audience of over  300 million in English and 40 other languages around the clock, every day of the year. The  bureaux react to breaking news, provide news updates and analysis and produce live programme  output. In a highly competitive market, delivering to both UK Licence Fee payers and commercial  partners, BBC News services must be reliable and consistent.  Context  The International Operation team supports all BBC News bureaux. The Finance &  Administration Assistant reports to the Hub Bureau Manager, Lagos in the team.  Dimensions  You will report in first instance to the Hub Bureau Manager, Lagos for the day-to-day running of the  Lagos Bureau’s administration and finances. You will support administration and financial affairs  for all parts of BBC News group in Nigeria.  In doing so, the post holder will have to work with the International Operations and Finance teams, as well as local suppliers where necessary. You will be supporting financial controls, the administration of strategic initiatives, best practice in the Lagos Bureau and will work closely with the Hub Bureau Manager, Lagos, the Accountant, the Africa Bureaux Editor and the Editors, BBC Pidgin, Yoruba &  Igbo Services, providing proactive financial support for planning and deployment decisions, as well  as providing purchasing assistance.  Within the context above, the Finance & Administration Assistant will liaise with the Hub Bureau  Manager, Lagos in ensuring timely and effective day-to-day co-operation between the Lagos  Bureau and the relevant authorities in Nigeria, ensuring best practice in the BBC’s compliance with  local regulations governing such areas as financial, tax, media and employment law.  Main duties  Financial Duties  1. Reviewing invoices and coding and submitting them online for payment after authorisation.  2. Reviewing and certifying expenses to ensure compliance with BBC Expenses Policy.  3. Updating and maintaining various financial spreadsheets, using excel and ensuring  compliance with BBC policies and procedures relating to purchasing and accounts.  4. Assisting in the administration of petty cash.  HR Administration Duties  5. Supporting “on-boarding” activities in relation to new starters and exiting of leavers.  6. Organising the logistics of training courses as required.  7. Organising the logistics of job interviews and assessments.  8. Preparing monthly payroll data for Lagos under the supervision of the Hub Bureau  Manager, Lagos as required.  9. Assisting with the administration of various benefit schemes including medical insurance,  group life insurance and liaison with Retirement Saving Accounts.  10. Supporting rota and leave management activities.  General Administration Duties  11. Managing office stationary supplies.  12. General bureau administration of arranging permits, visas etc.  13. Responsibility for hotel reservations and arrangements for visiting BBC staff etc.  14. Organising transport for guests as necessary.  15. Ensuring the BBC Lagos Bureau complies with all relevant BBC safety procedures.  16. Keeping other team members informed of issues affecting them.  17. Escalating all issues to the Hub Bureau Manager, Lagos and as appropriate.  Person Specification  KNOWLEDGE AND EXPERIENCE   Ability to prioritise, to use initiative and to work effectively under pressure without close  supervision.   Able to communicate effectively with a range of people and at all levels of the BBC.   Good planning and organising skills and the ability to prioritise effectively   Practical knowledge and skills in using a range of packages, including Word, Excel and  accounting packages.   Ability to meet deadlines, often under pressure.   Experience of producing timely and accurate information and reports.   Able to work with attention to detail and accuracy.   Experience of and ability to work flexibly and pragmatically in an operational environment.   A lively interest in the broadcast news, online news and wider media environment and  appreciation of the particular demands it may place on financial and administrative work.   Good working knowledge of the BBC’s Health and Safety procedures.   Excellent written and spoken English. Working knowledge of Yoruba, Igbo or Pidgin would be  an advantage.   Nigerian Driving Licence would be an advantage.  Competencies   Planning and organisation - able to think ahead in order to establish and efficient and  appropriate course of action for self and others. Prioritises and plans activities taking into  account all the relevant issues and factors such as deadlines, staffing and resources.   Communication - able to get one’s message understood clearly by adopting a range of styles,  tools and techniques appropriate to the audience and the nature of the information.   Influencing and persuading - able to present sound and well reasoned arguments to convince  others. Can draw from a range of strategies to persuade people in a way that results in  agreement or behaviour change.   Managing relationships and team working - able to build and maintain effective working  relationships with a range of people. Works co-operatively with others to be part of a team, as  opposed to working separately or competitively.   Resilience - manages personal effectiveness by managing emotions in the face of pressure,  setbacks or when dealing with provocative situations. Demonstrates an approach to work that is  characterised by commitment, motivation and energy |

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*