

Role Title

Finance Intern

Role Information

	Salary	Location	Duration	Reports to:
	€500	Amsterdam	6/7 months	Senior Accountant NL

Role purpose

1. To support the end to end accounting process in the Country and ensure consistent and accurate financial accounting processes in line with accounting practices and corporate policies.
2. To provide accurate and timely administrative support services for the British Council, to ensure all processes comply with corporate policies and local legislation, and to support the day-to-day running of the British Council premises and facilities in a way that is effective, economical and consistent with British Council standards for environmental protection and equal opportunities and diversity.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The British Council's overseas operations are organised through seven regions, of which the British Council's EU Europe region is one. The region is further broken down into management clusters, with British Council Netherlands operating within the Northwest Cluster of Austria, Belgium, Denmark, Finland, Germany, Netherlands, Norway, Sweden and Switzerland. In the Nordic countries we deliver our cultural relations work digitally, and developing and delivering a strong digital presence is a key feature of all of our work across all the countries we work in.

The Netherlands and the United Kingdom (UK) enjoy a good, close relationship and cooperate on political, economic, cultural and civil society matters. Both countries are close allies and active players internationally to promote free trade, peace and stability, and international human rights. The Netherlands has long been considered a particularly close ally of the UK within the EU and although Brexit complicates matters, it is unlikely to seriously damage our long term shared interests.

The Netherlands is one of the most competitive and innovative countries in the world. The

UK is its 4th biggest export destination and the 4th biggest exporter to the Netherlands. More importantly the UK and the Netherlands enjoy strong relations both in business and research, with Anglo-Dutch R&D intensive companies Shell and Unilever being prime examples. The Netherlands has world class academic research and higher education institutions and is home to ESTEC, the technical heart of the European Space Agency. English is spoken very well by most people and much of Dutch higher education is delivered through English. UK qualifications and professional development are in demand, and the largest part of the British Council's activity in the Netherlands is the provision of UK examinations, especially IELTS and Cambridge examinations.

The British Council works closely with top Dutch universities, the British Embassy in Den Haag and the Dutch Embassy in London. Together with the British Embassy in the Netherlands and the Dutch Ministry of Foreign Affairs, the British Council is also a partner in the Apeldoorn Conference.

Main Accountabilities:

All the duties of this post as described below are to be performed in accordance with British Council Values, Equal Opportunities and Diversity Policies:

- Complete all financial tasks and provide support as required for the financial month-end pre-closing steps.
- Maintain financial records as per corporate policy and internal audit.
- Processing, scanning and filing invoices, credit notes and other relevant documentation.
- Park accounting and manual journals (accruals, deferrals and provisions) if requested.
- Park journals for off-system payments, refunds, travel expenses and VOGS.
- Assist with Travel & Expenses claims as requested and address any issues in a promptly manners.
- Assist Senior Accountant with Financial planning and forecasting as well as Financial analysis and reporting.
- Assist with the preparation of Financial Control Compliance Framework report (FCCF) and the implementation of all changes.
- Creating monthly overviews (Bank, Invoice, Journal, Accruals etc.).
- Any other ad hoc support as needed.
- When and where appropriate participate in the implementation of the global policies and procedure changes applicable for the British Council office.
- Assist in delivering finance services to the operational teams in the office as per agreed standards.

Key Relationships:

Internal

- *Regional Finance team*
- *Country Exams Team*
- *Human Resources*
- *Shared Service Centre*

External

- *Vendors*
- *Suppliers*
- *External Clients*

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	You must have the right to live and work in the Netherlands.	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Person Specification:		Assessment stage
Language requirements		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> English at B1 level Dutch at Proficiency Level C1 (not needed but an advantage) 	<ul style="list-style-type: none"> English at Proficiency Level C1 	Shortlisting, interview
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Must be part of your study programme 		Shortlisting
Role Specific Knowledge & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Experience in Microsoft office Finance and Accounting knowledge 	<ul style="list-style-type: none"> Experience with SAP related to finance 	Shortlisting, interview
Role Specific Skills		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Good time management skills Strong numeracy and analytical skills 	<ul style="list-style-type: none"> Good Communication skills 	Shortlisting, interview

British Council Core Skills	Assessment Stage
<p>Analysing Data and Problems: Level 1: Is systematic – Breaks down problems into list of tasks to be done and decides on appropriate action.</p> <p>Communicating and Influencing Level 2: Relates communications to circumstances – Display good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/ audiences.</p> <p>Managing Risks Level 1: Follow good practices – Demonstrates understanding of risk management policies and procedures and record of following them.</p> <p>Planning and Organising Level 1: Is methodical – Able to plan own work over short timescales for routine or familiar tasks and processes.</p> <p>Managing People Level 1: Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.</p>	<p>Shortlisting and/or Interview</p>
British Council Behaviours	Assessment Stage
<p>Being Accountable (essential): Delivering my best in order to meet my commitments.</p> <p>Connecting with others (essential): Making regular opportunities to understand others better.</p> <p>Making it happen (essential): Delivering clear results.</p> <p>Working together (essential): Establishing a genuinely common goal with others.</p> <p>Creating Shared Purpose (essential): Communicating and engaging picture of how we can work together.</p> <p>Shaping the future (essential): Looking for ways in which we can do things better</p>	<p>Shortlisting and/or Interview</p>