

## BBC NEWS - JOB SPECIFICATION

**Job Title:** Accountant, Cairo Bureaux  
**Base:** Cairo  
**Country / region:** Egypt  
**Reports to:** International Hub Bureau Manager, Cairo Bureaux

### About us

International News is at the heart of the BBC. BBC News Group employs approximately 800 staff in around 70 international bureaux. It provides multimedia services to a global weekly audience of over 250 million in English and 27 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. In 2011, Newsgathering, World Service and Monitoring teams came together into one News Group and by April 2014, all World Service and Monitoring activity will have transferred to Licence Fee funding.

### Context

The International Bureaux (IB) team supports all News Group bureaux. The Accountant reports the International Hub Bureau Manager, Cairo Bureaux.

### Dimensions

You will report to the International Hub Bureau Manager for the running of the Cairo Bureaux finances. You will be assisting the Senior Accountant in running the finance management of the Cairo Bureaux, in line with the BBC financial guidelines and local legislation.

The key task of this role is to provide efficient functioning of the office finance, and to give reliable support to the editorial activity of the Cairo Bureaux by assisting in the finance area for all divisions, in compliance with the strategic priorities of all parts of the business. In doing so, the post holder will have to work with International Bureaux Finance (IBF), IB teams and the International HRBP.

### Main duties

- Assist in payroll preparation.
- Responsible for operating the advances process and ensuring that appropriate authorisations are in place and records maintained.
- Assist in managing BBC's taxes profile, i.e. ensuring all taxes are properly recorded, paid and reported.
- Assist the Senior Accountant in preparing monthly financial reports, bank reconciliations and petty cash reconciliations.
- Co-ordinating with staff on travel and other expenses and providing guidance on filing of expense claims etc. as per BBC policies.
- Ensuring that filing and record keeping is appropriate and in line with the Bureaux Finance Manual and local requirements.
- Assist in the implementation and maintenance of a strong financial control environment, and ensure agreed processes are followed.
- Complying with policies and procedures in line with IBF guidelines.
- Assist the Senior Accountant in preparing all financial statements; including Management Accounts, statutory accounts, recording each transaction in an appropriate and timely manner in an accounting system.
- Being the custodian of petty cash and required to prepare all records and statements relevant to cash management. Includes;
  - a. Recording office expenditure and managing the budget;
  - b. Responsibility for obtaining prior approval from Line Manager & Authorising Manager in advance, before incurring any expenditure.

- c. Maintaining a proper cashbook along with all filing of statements, receipts and documents supporting the expenses.
- d. Filing a monthly statement on the prescribed format on a timely basis.
- Assist in ensuring advances are authorised before cash is issued.
- Assist in preparation and submission of monthly expense reports.
- Day-to-day dealings with banks for bank transfers, account openings of staff, payroll, foreign remittances.
- Recording of office expenses and operations.
- Ensuring that filing and record keeping is appropriate.
- Handling office day-to-day expenditure.
- Handling the local payroll when finance manager is absent.
- Keep a record of overtime and ensure that the necessary support documents are on file.
- Handling and monitoring Cairo bureau fixed asset register.

## Person Specification

### KNOWLEDGE AND EXPERIENCE

- Fluent spoken and written Arabic and English; excellent communications skills and ability to manage remote communication effectively.
- Sound book keeping experience including: working with budgets, producing timely and accurate information and reports, advising managers of cost issues.
- Ability to work unsupervised in a busy and pressurised environment.
- Ability to work with attention to detail and accuracy.
- Good IT skills with an intermediate knowledge in Excel preferable.
- 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.
- Willing to spread best practices to all BBC divisions operating in Cairo.

## Competencies

*The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.*

- **Planning and organisation** - able to think ahead in order to establish an 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, set backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.
- **Flexibility** - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.