

## **BBC Global News – Finance Executive**

### **Job Description**

#### **Job details**

Reports to: Head of Finance and Operations  
Division: Global News  
Company: BBC Global News India Private Limited  
Location: Delhi

#### **Context**

**BBC World News**, the BBC's commercially funded international 24-hour news and information channel, is owned and operated by **BBC Global News Ltd**, a member of the BBC's commercial group of companies. BBC World News attracts 74 million viewers a week, is available in more than 200 countries and territories worldwide, and reaches 295 million households and more than 1.7 million hotel rooms. The channel's content is also available on 81 cruise ships, 46 airlines, 36 mobile phone networks and a number of major online platforms including **bbc.com/news**. For further information on how to receive **BBC World News**, download schedules or find out more about the channel, visit **bbcworldnews.com**.

BBC Global News India Private Limited (BIN) operates as a service provider to BBC Global News Limited London for ad sales and marketing support services. BIN has rights to distribute the channel BBC World News in India and therefore enters into subscription contracts with cable operators, DTH operators and other distribution platforms. BIN also provides financial accounting services to other parts of the BBC operating in India and Singapore like BBC Worldwide, BBC World Service.

#### **Main Responsibilities**

- To support in Accounts Receivable including preparation, verification & processing invoices for services rendered, responsible for collections by sending reminders & post collections in accounting software, perform customer reconciliations, generate SOA for customers and resolving customer queries, etc.
- To support in monthly closings, recons and other month-end activities, including accounting for accruals, accrual reversals, year-end statutory closing requirements.
- To support on Accounts Payable along with co-ordination with the third party vendor and customer recons, work with IBM to clear weekly payment run and suggest and confirm appropriate taxes.
- To support in Statutory Audit and internal audit process, including preparing Variance Analysis for expenses, along with Bank & Balance Sheet reconciliations, including Inter-company reconciliations.

- To support on any other ad hoc requirements for Finance and business support function.

**The Ideal Candidate**

- Qualified Chartered Accountant/Chartered Accountant (Intermediate Level), having knowledge of general accounting, Balance Sheet and Bank reconciliations
- Demonstrable industry experience
- ERP (like SAP/S4 ) working experience essential
- Strong inter-personal and written and oral communication skills
- To be able to work under pressure and work to deadlines,e.g.,month-end and year ends
- Having sound knowledge of tax and withholding laws