

ROLE PROFILE

Job Title: Project Accountant

Contract: Permanent

Report to: Group Financial Controller

Business Area: Finance

Location: Newport, South Wales

Vacancy Closing Date:

Primary Purpose of Role:

The role forms a vital part of the UK Corporate Finance team, the role will business partner with cost centre managers throughout the business, you will be responsible for assisting the budget versus actual analysis on a monthly basis, facilitating quarterly operational reviews across the group for all budget holders and assisting in preparation of the annual group budget. Additionally, you shall also assist the Group Financial Controller with monthly subsidiary entities Balance Sheet review and P&L analysis. Finally, you shall be responsible for monitoring and ensuring compliance with key SOx controls for the SPTS group.

Key Responsibilities:

- Managing the month end BVA process, providing analysis on key variances
- Ownership of key accrual and prepayment balance sheet accounts
- Provide input and support on Oracle issues, and have a willingness to become an expert within the team
- Business partner to cost centre managers
- Manage the bi-annual budget process and monthly OPEX forecasting
- Assisting the Corporate finance team with month end activities to include; VAT returns, Fixed Assets and FTE reporting
- Assist the audit process to include preparation of annual financial statements
- Review current procedures and processes with the view to suggesting and implementing improvements
- Maintaining and developing strong internal controls and ensure compliance with SOX requirements for the SPTS group.
- Completion of accurate/ on time Quarterly Reporting OPEX packs to Group
- Supporting and mentoring junior team members
- Plan for team progression and drive cross-training to reduce risk/ exposure

Key Behavioural Competencies:

- Investigative and has a good eye for the detail of an issue
- A good team player, willing to assist others when required. Must be flexible to adapt to continually changing workload demands to respond to time-bound ad-hoc requests
- A high focus on continuous improvement and not afraid to challenge processes and procedures
- Keen to add value and supportive to business initiatives
- Resilient and works well under pressure
- Displays high levels of energy and has an eagerness to learn and develop
- Be able to prioritise workload and work independently to deliver results

Skills and Experience:

- Knowledge and experience of Oracle is desired but not mandatory
- Proficient in Microsoft Office, particularly Excel with a range of advanced Excel skills (including lookups, pivots etc)
- Experience of working in a fast paced, dynamic business
- Ability to define problems, collect data and analyse to draw actionable conclusions
- Ability to effectively present and communicate information with all levels of management
- Good communication and teamwork skills

Qualifications:

- Ideally hold a relevant accounting qualification e.g. CIMA / ACCA
- Experience of Business Partnering with the ability to explain financial impacts to non-finance colleagues
- Degree level (preferred)
- Preferably a knowledge and exposure to GAAP and SOX practices