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| <u>Job Title</u>             | Management Accountant Assistant   |
| <u>Location</u>              | Home / Banchory   |
| <u>Role</u>                  | <p>You will have a strong financial background with strengths in the use of EXCEL and Xero accounting software or similar. This role would suit a part qualified accountant or one who is qualified by experience.</p> <p>Ideally you will have a financial background in the energy sector and several years' experience in assisting with the preparation of Management Accounts and budgets within a small/medium sized organization. As our business is currently going through a period of growth your desire to be part of this exciting environment will be key.</p> <p>Exposure to Joint Venture accounting would be a distinct advantage, but a good grounding in month end and year end accounting requirements is essential. A broad understanding of an accountant's role within a capital-intensive project environment is important to enable you to contribute to your best ability.</p> <p>Your "can do" approach would have made a positive difference in supporting a finance team meet their given deadlines in the past. Above all, you will be looking to deploy your passion and unique skill set to make a difference within a rapidly evolving business and to the climate change agenda.</p> |
| <u>Objective</u>             | To work as an integral part of the small finance team to deliver accurate information and reports .To support the Financial Controller with all activities necessary to allow the finance team to support management with key decision making, business profitability and growth, in line with corporate values and overall company objectives.   |
| <u>Accountable to</u>        | Finance Controller  |
| <u>Responsible for</u>       | <ul style="list-style-type: none"> <li>• The completion of purchase orders</li> <li>• Support the cost accountant, to ensure accuracy of their information</li> <li>• The preparation of the monthly management accounts for review</li> <li>• Support the preparation of Joint Venture reporting requirements</li> <li>• Supporting both the bookkeeper and financial controller with various tasks</li> <li>• Ensuring that remote working is not a source of isolation from the team and business</li> <li>• Support shared responsibility for office administration including business systems, IT, and travel planning</li> </ul>  |
| <u>Working relationships</u> | <ul style="list-style-type: none"> <li>• To work with the Bookkeeper and Financial Controller and communicate with the project managers and cost accountants.</li> </ul>  |
| <u>Key result areas</u>      | <ul style="list-style-type: none"> <li>• Accurate raising of financial documents such as Purchase orders, invoices, bills where necessary.</li> <li>• Strong contribution to deliver month end accounts accurately</li> <li>• Strong contribution to the budget setting process</li> <li>• To work closely with project managers and cost accountants to ensure share of information in both directions.</li> <li>• To help set up and provide ongoing support to Joint venture accounting processes</li> </ul>   |
| <u>Key behaviours</u>        | <ul style="list-style-type: none"> <li>• A motivated individual who is also a strong team player</li> <li>• Confident and adept communicator with finance and non-finance personnel both within and outside the organisation</li> <li>• Environmentally driven</li> <li>• Inquisitive and willingness to learn</li> <li>• Honest and open</li> <li>• Flexible and adaptable</li> <li>• Willingness to say when you don't understand</li> </ul>  |
| <u>Core skills</u>           | <ul style="list-style-type: none"> <li>• Strong communications, numeracy and EXCEL skills</li> <li>• Use of accounting systems</li> </ul>   |

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|  | <ul style="list-style-type: none"><li>• Innovative and understanding of the business environment, with willingness to share ideas.</li><li>• Enthusiasm and shows initiative</li><li>• Ability to communicate at all levels</li></ul> |
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Sept 2020