

## JOB DESCRIPTION

JOB DETAILS			
<b>Job Title:</b>	<b>Finance Coordinator</b>	<b>Location :</b>	<b>London</b>
<b>Reporting Line:</b>	<b>Finance Manager</b>	<b>Date:</b>	<b>May 2017</b>
<b>Team:</b>	<b>Finance &amp; Corporate Services</b>		
Organisational Vision and Mission			
<p><b>Oil &amp; Gas UK's vision is to achieve ....</b>                      "To ensure the UKCS becomes the most attractive, mature oil and gas province in the world with which to do business"</p> <p><b>Our mission is to ...</b>                      "To promote and serve our members interests and be the voice of the UK's oil and gas industry".</p>			
Industry & Corporate Objectives			
<p><b>Industry Objectives:</b></p> <ul style="list-style-type: none"> <li>• To encourage a competitive business environment which enables economic recovery to be maximised across the UKCS;</li> <li>• To deliver an enduring future for the UK's oil and gas industry, which lasts beyond production from the UKCS;</li> <li>• To support the Industry in ensuring its licence to operate is implemented safely and responsibly;</li> <li>• To raise, promote and protect the positive profile and reputation of the industry.</li> </ul> <p><b>Corporate Objectives:</b></p> <ul style="list-style-type: none"> <li>• To respond to the requirements of our members, providing an attractive and valued means to engage on areas of common interest;</li> <li>• To achieve a viable long term business model, which adapts and evolves in response to the business environment;</li> <li>• To provide an attractive employment environment, which values our staff and enables them to reach their full potential.</li> </ul>			
Team Purpose and Objectives			
<ul style="list-style-type: none"> <li>• To deliver the full range of finance and corporate services support to the organisation and subsidiaries in an effective and efficient manner in support of Directorate objective;</li> <li>• To achieve a viable long term business model, which adapts and evolves in response to the business environment;</li> <li>• To lead the development of an attractive employment proposition and people strategy, which values our staff and enables them to reach their full potential.</li> </ul>			
Job Purpose			
<ul style="list-style-type: none"> <li>• To provide professional day to day services as part of the finance function, contributing to the efficiency and effectiveness of the activities and the associated reputation for financial accuracy and data integrity.</li> </ul>			
Job Dimensions			
<b>Budgetary Responsibility :</b>	TBC		
<b>Team Size :</b>	N/A		
<b>Key Stakeholders :</b>	Members; Suppliers; All teams; HR Manager; Business Services Manager & Business Services Coordinators		

**Key Accountabilities :**

- Contribute towards all day to day accounting requirements of O&GUK and its subsidiaries as appropriate ensuring accuracy of all financial records and that financial controls, policies and procedures are followed.
- Manage the processing for sales, purchase and general ledger entries for all companies and subsidiaries as appropriate, preparing BACS payments, Barclaycard and monthly bank reconciliations.
- Support the preparation of monthly and quarterly management reporting across the group and provide other meaningful management information as required for the Finance Manager, Leadership team and others.
- Assist the Finance Manager with the processing and preparation of all financial year-end requirements and annual statutory audit files to provide information to meet auditor needs and deliver clean audit reports.
- Contribute in the preparation of the annual budget, managing allocated areas of cost to ensure the team delivers the budget in a timely and efficient manner in line with business plans.
- Complete quarterly VAT returns and other tax or statutory reporting as requested in an efficient and timely manner.
- Respond promptly and efficiently to all finance queries and issues raised from internal and external.
- Ensure that all membership or other invoices are issued promptly and that debt-follow up is timely and effective to contribute to cash management requirements.
- Process all accounting entries in respect of Events and Publications, contributing to process efficiency efforts and interfacing effectively with other teams as required.
- Manage AFE, contract and purchase order processes, working effectively with the legal team and others as required.
- Deliver subsidiary management services for LOGIC and CDA in line with agreed requirements and provide efficient financial services to 3<sup>rd</sup> party organisations (Step Change) as per Services Agreement.
- Provide absence cover for the Finance Manager & Finance & HR Co-ordinator as required

**Knowledge, Skills, Experience : (includes technical skills, professional qualifications and competencies)**

- Excellent communication skills with people at different levels (both verbal and written).
- Ability to work well under pressure, managing tight timescales and conflicting demands, whilst maintaining high level of accuracy and attention to detail.
- High standard of IT/office systems skills and knowledge, particularly Microsoft Office applications.
- Ability to manage and prioritise own workload, working on own initiative and self-sufficiency on a day-to-day basis.
- A strong team player with a proactive, flexible and mature approach to the role
- Demonstrable financial competence and problem solving ability
- Results-driven, comfortable and experienced at working operationally to drive continuous improvement and efficiency.
- Demonstrates high standards of ethics and professionalism, aligned to Company values.
- Intermediate level knowledge of financial practices and experience of working in a finance function.