

Job Description



1. The Position	
Position	Finance Assistant
Company information	<p>Founded in 2006 Welsh Power has unrivalled experience within the independent energy sector in the UK.</p> <p>Welsh Power is a leading developer and operator of assets designed to support the transition to a zero-carbon electricity system. Welsh Power plays an important role in balancing the UK electricity network by complementing the growth in renewable generation and helping the UK to deliver on its carbon reduction targets.</p> <p>The company currently manages 548 MW of highly efficient, flexible power plants and are one of five companies delivering a high-profile National Grid ESO stability pathfinder contract for a new stability asset to be built in South Wales.</p> <p>Welsh Power is also an employee-owned business.</p>
Position Summary	<p>As a Finance Assistant, you will report to the Reporting Accountant, and will have day to day responsibility for supporting the month end process, with particular focus on transactional level tasks and balance sheet reconciliations for a multi company Finance Team. The Finance Assistant will be part of a Financial Reporting team of 3.</p> <p>The role will also support the wider organisation on financial issues and project work.</p>
How to Apply?	Please send a CV to: careers@welshpower.com
Manager	The successful candidate will be reporting to the Reporting Accountant
Key Accountabilities	<p>The Finance Assistant will support the team by performing various tasks, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Purchase order management ○ Recording, coding and processing of purchase invoices ○ Preparation of payment runs and set up of payments using online banking ○ Posting of bank transactions and bank reconciliations ○ Maintenance of supplier details ○ Performing regular supplier statement reconciliations ○ Setting up and maintaining the construction cost trackers ○ Cash management reporting ○ Validating revenue and expenditure ○ Completion and submission of VAT returns ○ Assisting the auditors in annual audits ○ Completing key month end balance sheet reconciliations, including fixed assets, prepayments, creditors and accruals ○ Calculating and posting the monthly depreciation ○ Calculating and posting prepayments ○ Developing and implementing scalable and standardized reporting methods

	<ul style="list-style-type: none"> ○ Assisting the team in developing, controlling and implementing effective financial control measures ○ Working closely with the investors to create and automate reporting procedures
<h2>2. Person Specification</h2>	
<p>Knowledge, Skills, Attributes and Qualifications</p>	<ul style="list-style-type: none"> ○ Highly computer literate, proficiency in Microsoft Office including, but not limited to: Word, Access, Outlook ○ Advanced Excel skills ○ Be comfortable working to deadlines ○ Excellent verbal and written communication skills ○ Have previous experience of purchase ledger and payment processes ○ Be familiar with a multi company environment ○ A team player, able to work effectively and efficiently with people and independently ○ Have a pragmatic and flexible approach to the working environment ○ Demonstrate a professional approach and attitude at all times ○ Excellent interpersonal and organisational skills with high attention to detail ○ Ability to multi-task ○ Committed to the continued improvement of processes <p>This list of duties may be subject to change to meet the future requirements of the business. Therefore, the above list is neither exclusive nor exhaustive.</p>
<p>Special Features</p>	<p>The role will largely be based at our Cardiff City Centre office, however flexible / hybrid working options are available. Occasional travel may be required for industry events.</p> <p>The position is full-time with a 37.5 hour working week (excluding hour breaks for lunch each day).</p> <p>Welsh Power operates in accordance with Government guidelines in relation to Covid-19. The measures we are taking will be discussed during the interview for applicants progressing to this stage. Please feel free to enquire prior to this should you have any concerns.</p>
<p>What We Offer</p>	<ul style="list-style-type: none"> ○ To be part of an exciting, innovative, entrepreneurial team environment at the cutting edge of new energy developments and innovations. ○ Competitive salary, bonus and benefits package, and eligibility for a tax-free employee dividend. ○ Opportunities for continuous training and development in line with business needs. ○ Automatic participation in an employee-owned business structure, with the positive working culture and financial benefits that this affords.

- 25 days of annual leave plus bank holidays (can be up to 30 with holiday loyalty scheme).
- Opportunity to be involved in regular social activities organised by the Wellbeing team.
- Opportunity to be involved in the company electric car and/or cycle-to-work salary sacrifice schemes.
- A high-quality office environment located in the heart of Cardiff city centre.

As a Welsh Power employee, you are required to comply with all Welsh Power policies and procedures.