

Job Description

1. The Position	
Position	Assistant Management Accountant
Company information	<p>Welsh Power Group Limited is an employee-owned entrepreneurial energy business. The company's focus is on providing flexible generation and grid stability services to support the UK energy sector's transition to net zero.</p> <p>Welsh Power has developed and built 27 separate power assets in the last 6 years and operates a portfolio of 550MW's of flexible generation on behalf of several investors as well one of the first dedicated grid stability facilities in the UK. Welsh Power is currently managing the construction of four large grid stability projects for National Grid ESO in Scotland, as part of Phase 2 of its Stability Pathfinder programme, and has been awarded a further two contracts in Wales and England for Phase 3 of the Pathfinder programme.</p> <p>Welsh Power is not an asset owner but develops, constructs, and operates power assets on behalf of financial investors. Within the sector this makes Welsh Power unique.</p>
Company Values	<ul style="list-style-type: none"> ○ Trust – Being reliable and demonstrating integrity, commitment, loyalty, honesty and fairness. ○ Resilience – Demonstrate an ability to manage and take challenging situations in our stride and come out stronger. ○ Excellence – performing to the highest standards and demonstrate excellence whether this is personal, professional or technical in all we do for the organisation. ○ Enthusiasm – Demonstrate passion for and an eagerness in the development of the organisation and working together to deliver. ○ Safety – To be committed to ensuring safe operations and the safety of our colleagues and all those associated with Welsh Power.
Position Summary	<p>As an Assistant Management Accountant, you will report to the Finance Manager and will have day to day responsibility for enabling the month end process, statutory reporting, revenue settlement and cost validation and other compliance returns. The Assistant Management Accountant will be part of a reporting team of 4, and a wider finance team of 14.</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 report to the Finance Manager.
Key Responsibilities	The Assistant Management Accountant will support the team by performing various tasks, including, but not limited to:

- Assisting with the reconciliation of key account codes and raising and posting of accruals, prepayments, and relevant journals, and supporting the monthly close process.
- Producing the monthly management reporting pack for multiple project companies, covering the financial statement (including balance sheet and income statement), as well as highlighting the business performance against the budget. The reports should be accurate, well-presented, and timely, with meaningful commentary.
- Developing and implementing scalable and standardized reporting methods.
- Assisting the Management Accountant in monitoring work distribution within the team and ensuring deliverables are met based on an agreed timetable.
- Preparation of payment runs and supporting payment documentation.
- Assisting the Management Accountant in developing, controlling and implementing effective financial control measures.
- Supporting operational processes for revenue settlement and cost validation.
- Preparing CCL returns.
- Preparing VAT returns.
- Assisting with the production of operational budgets and forecasts.
- Supporting other financial administrative matters for the project companies.
- Support the Finance Assistant with the purchase ledger when required.
- Performing such other accounting related functions that may be assigned from time to time.

This list of duties may be subject to change to meet the future requirements of the business, and therefore the above list is neither exclusive nor exhaustive.

2. Person Specification

Knowledge, Skills, Attributes and Qualifications

- Be part qualified (ACA, ACCA, CIMA);
- Have management accounting and reporting experience;
- Be familiar with a multi company environment;
- Be comfortable working to deadlines;
- Highly computer literate, proficiency in Microsoft Office including, but not limited to: Word, Access and Outlook;
- Advanced Excel skills;
- Experience of Microsoft Power BI (desirable but not essential);
- Experience of Sunsystems (desirable but not essential);
- Have previous experience of budgeting, business planning and forecasting (desirable but not essential);
- A team player, able to work effectively and efficiently with people and independently;
- Have a pragmatic and flexible approach to the working environment;

	<ul style="list-style-type: none"> ○ Demonstrate a professional approach and attitude at all times; and ○ Excellent interpersonal and organisational skills with high attention to detail.
Special Features	<p>The role will be based at our Cardiff City Centre office, however the company does allow employees flexibility e.g. by remote working (noting that during the initial period the role will need to be in the office to ensure adequate training). Occasional travel may be required for industry events and/or meetings.</p> <p>The position is full-time with a 37.5 hour working week (excluding hour breaks for lunch each day).</p>
What We Offer	<ul style="list-style-type: none"> ○ The role is office based in our high-quality office environment located in the heart of Cardiff City Centre. ○ 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 the company electric car and/or cycle-to-work salary sacrifice schemes. ○ Opportunity to be involved in regular social activities organised by the Wellbeing team. ○ Opportunities for continuous training and development in line with business needs. Welsh Power will encourage any professional training and ambitions to gain relevant professional qualifications and will fund relevant professional memberships.

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