

Job Description

1. The Position	
Position	Graduate Finance Assistant
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 - 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 - To aim for 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. • Safety - To be committed to ensuring Welsh Power and all those associated with Welsh Power operate safely.
Position Summary	<p>This is an exciting role for an enthusiastic, highly collaborative graduate to support the Head of Finance and the wider team in providing a high-quality, effective financial operations and reporting function which covers financial and management reporting and forecasting and settlement analysis along with providing insightful information to the business. The Graduate Finance Assistant will be part of a finance team of 14.</p>
How to Apply?	<p>Please send a CV to: careers@welshpower.com</p>
Manager	<p>The successful candidate will report to the Head of Finance.</p>
Key Responsibilities	<p>The Graduate Accountant will undertake various tasks, including but not limited to:</p> <ul style="list-style-type: none"> ○ Support the wider team on month end tasks. ○ Assisting with the reconciliation of key account codes and raising and posting of accruals and relevant journals. ○ Perform revenue and cost validation for customers. ○ Support the preparation of forecasts and budgets for customers and the Group.

	<ul style="list-style-type: none"> ○ Manage financial administrative matters for the group, including but not limited to statutory compliance requirements. ○ Maintain construction budgets for the Project Delivery team. ○ Maintain financial and operational metrics used in KPI analysis. ○ Maintain project development cost schedules and forecasts. ○ Helping to create efficiencies in processes and reporting. ○ Other duties deemed necessary for the role as it, or the department develops and undertakes new responsibilities. <p>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.</p>
<h2>2. Person Specification</h2>	
Knowledge, Skills, Attributes and Qualifications	<ul style="list-style-type: none"> ○ University degree within a Finance, Science or Engineering Field (2:1 or above obtained or predicted) ○ Strong Excel skills. ○ Be comfortable working to deadlines. ○ Demonstrate understanding of financial reporting including income statements and performance dashboards. ○ Demonstrate effective communication skills - presenting and communicating information. ○ A collaborator, able to work effectively and efficiently with people and independently. ○ Have a flexible and committed approach to work. ○ Natural curiosity and a willingness to investigate and solve problems proactively and an ability to quickly assimilate information from different sources. ○ Always demonstrate a professional approach and attitude. ○ Excellent interpersonal and organisational skills with high diligence.
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. ○ The position is full-time with a standard 37.5 hour working week (excluding lunch). ○ To be part of an exciting, innovative, passionate, and entrepreneurial team environment at the cutting edge of new energy developments and innovations. ○ Competitive salary, bonus, and benefits package, including eligibility for a tax-free employee dividend. ○ 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.