



JOB DESCRIPTION

JOB DETAILS			
Job Title:	Finance Assistant	Location:	London, Full Time
Reporting Line:	Finance Manager	Date:	July 2021
Team:	Finance & Corporate Services	Contract	Maternity Cover, up to 1 year
Organisation Vision and Mission			
<p>The UK oil and gas industry is changing and has the essential expertise to help deliver net-zero and to create exciting jobs of the future. Oil and gas companies support energy communities from Shetland to Teesside and beyond, playing an important role in providing affordable energy to millions. The changing UK oil and gas industry supports the UK economy and will do for years to come.</p> <p>OGUK has recently signed a ground-breaking North Sea Transition Deal, with the UK Government to help deliver a Net Zero North Sea Basin by 2050. It is an exciting time to join a fast-moving industry and work in a dynamic finance team.</p> <p>OGUK's mission is to "To champion the UK offshore oil and gas industry as part of a diverse energy mix, with facts, evidence, engagement and advocacy"</p> <p>OGUK's vision is to ... "To be the leading association for the UK offshore energy industry, ensuring the North Sea remains an internationally attractive place to do business"</p>			
Industry and Corporate Objectives			
<p>At OGUK we not only embrace the change but welcome the opportunities it presents for the industry through developing critical net-zero solutions, including CCUS and hydrogen.</p> <p>We have the expertise and talent to power green jobs in the green recovery and help us all reduce our impact on the environment.</p> <p>Our diverse and talented people have a critical role to play. We can help the UK meet its climate ambitions by 2050. Through developing innovative new technologies, our industry is excited by the role we can play in the UK's green energy future.</p> <ul style="list-style-type: none">• Developing people & skills: encourage a diverse and inclusive workforce with transferable skills.• Driving technology & innovation: facilitate the uptake of technology and innovation to transform the sector.• Growing the economy & exports: support a resilient, sustainable and diverse supply chain.• Leading HSE performance: enable and promote sector leading health, safety and environmental performance• Enhancing industry reputation: position the industry as safe, sustainable and socially acceptable.			
Team Purpose and Objectives			
<ul style="list-style-type: none">• To develop an appropriate strategy and position for OGUK in respect of the digital and data management going forward• To provide high quality and efficient finance, HR, legal and business services to the organisation in support of the business, members and organisational governance needs• To maintain and manage an organisation which applies its resources effectively to meet common objectives within a durable business plan• To provide a positive working environment and inclusive culture which values our staff and supports them to progress to their full potential			

Job Purpose	
<ul style="list-style-type: none"> 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. 	
Job Dimensions	
Budgetary Responsibility :	None
Team Size:	3
Key Stakeholders:	Members; Suppliers; All teams; HR Manager; Business Services Manager & Business Services Coordinators
Key Accountabilities:	
<ul style="list-style-type: none"> Contribute towards all day-to-day accounting requirements of OGUK 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. 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. 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. Deliver subsidiary management services for LOGIC in line with agreed requirements and provide efficient financial services to 3rd party organisations (Step Change) as per Services Agreement. Provide absence cover for the Finance Manager & Finance Co-ordinator as required. 	
Knowledge, Skills, Experience: (includes technical skills, professional qualifications and competencies)	
<ul style="list-style-type: none"> Accounting or book-keeping qualification AAT Professional Diploma level (AAT Level 3 or 4) or equivalent. Credit control experience a significant advantage Experience with SUN accounting package V6 and Query & Analysis (Q & A) or earlier is a significant advantage Experience using Proactis P2P or similar P2P system is desirable. High standard of IT/office systems skills and knowledge, particularly Microsoft Office applications. Excel at intermediate level, VLOOKUP and reporting experience essential. 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. Experience processing high volume transactions in a fast-paced environment. 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. 	