

**JOB DESCRIPTION****Financial Controller****REVISION:** 1 **DATE:** 18/04/2019**REPORTING LINE**

The Financial Controller will report directly to the Director of Finance.

**LOCATION**

Well-Safe Solutions, Aberdeen, though there may be the requirement to visit and work at other company locations or supplier's premises as required.

**ROLE**

To manage the finance team in their day to day responsibilities and tasks. To provide the Director of Finance with updates on a regular basis and make them aware of any issues as they become known. To support the production of reliable and accurate financial information, including management accounts, statutory accounts, budgets and forecasts. To ensure the company's financial data and information is compliant with regulatory and Statutory legislation. To ensure that the company's financial systems are robust, compliant and support current activities and future growth.

**KEY RESPONSIBILITIES**

The Financial Controller will be required to:

- form a close working relationship with the Director of Finance and the finance team
- to lead and develop the finance team
- to produce the financial information such as management accounts, statutory account, budgets and forecasts in conjunction with the Director of Finance
- to ensure all financial transactions are properly recorded, filed and reporting is reliable and accurate
- to support the implementation and ongoing management of the ERP system and other systems
- to support continuous improvement of internal control and standard operating procedures.
- to be responsible for the company's cash management policies and safeguarding the assets of the company
- to ensure that all financial reporting and systems comply with government regulations and legislation
- establish a high level of credibility and manage strong working relationships with internal and external parties

- perform other ad hoc duties, complete additional tasks and support ad hoc projects as required.
- ensure the team has clear direction, focus, targets and accountability

### KEY OUTCOMES

- to ensure that the company is compliant with all relevant statutory and regulatory legislation
- to ensure that financial systems are effective, robust and compliant
- to ensure that financial policies and procedures are maintained and effective
- to ensure that there is effective, accurate and timely reporting
- that the assets of the company are protected and safeguarded
- build and maintain effective relationships internally and with key business partners, including 3rd party suppliers
- regular and accurate reporting to the Director of Finance
- ensure the team has clear direction, focus, targets and accountability

### LIMITS OF AUTHORITY

Full responsibility for all operational activities within the philosophies and constraints laid out in the job description.

The company reserves the right to amend or change the activities listed, taking into account the job holder's qualifications and experience to enable the business needs to be met.

### KNOWLEDGE & COMPETENCY

Required:

#### ESSENTIAL

- qualified member of an accountancy body
- 5+ years' experience in a similar role
- experience within an Oil & Gas organisation
- experience of using and managing an ERP system, preferably Microsoft Business Central (NAV) and Maximo
- high integrity and openness combined with commitment to good governance
- organised, diligent, and dynamic, with the ability to manage multiple (and conflicting) workstreams to ensure successful delivery of our objectives.
- excellent communications skills with colleagues as well as external stakeholders (ability to engage at all levels)
- team player and relationship builder
- ability to handle high levels of pressure and critical decision-making.
- must relate to the dynamics of a "start-up" company

- proficient use of ERP systems, Office 365 and advanced Excel skills
- excellent verbal and written communications skills
- excellent analytical and reasoning skills, plus excellent organisational skills

**DESIRED**

- Experience of developing Microsoft Dynamics Business Central (NAV)
- Experience of developing Maximo
- Experience in an oil operator business

**JOB HOLDER**

Please review the details contained within this job description and formally sign off to state that they have been read and understood.

**JOB HOLDER:****SIGNATURE:****DATE:**

**Please return the signed copy of the Job Description to HR for filing and future reference.**