

**JOB DESCRIPTION****Cost / Asset Accountant****REVISION:** 1 **DATE:** 08/05/2019**REPORTING LINE**

The Cost / Asset Accountant 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**

As the business continues to grow, we are looking for an individual who has experience as either an Asset Accountant or Cost Accountant who can fulfil both roles until such times as another position opens where the role can be split into two.

The Cost / Asset Accountant role is responsible for developing, monitoring and recording the correct costs to capital expenditure (Capex) and operational expenditure (Opex) projects, for our owned rig and for customer projects. The role also provides support to the Operations and Technical departments in supporting the budget compilation for Capex and Opex projects and re-forecasting project expenditure to the conclusion of the project. The role will also involve reporting on each project, including variance analyses and narrative of a project's performance to date and to completion.

The role requires a highly analytical, accurate individual who works well in teams and in a high-pressured environment. The role is cross-functional and therefore requires an individual who can build and maintain effective relationships.

**KEY RESPONSIBILITIES**

The Cost / Asset Accountant will be required to:

- form a close working relationship with the Director of Finance, Director of Operations, Chief Technical Officer, the finance team and the operations and technical team
- liaise with the Operations and Technical functions to ensure ledger and billings accurately reflect plugging and abandonment (Opex) cost, and any Capex cost, activities
- prepare annual budgets and support 5-year plan
- ensure all financial transactions are properly recorded, filed and reporting is reliable and accurate
- maintain system project information associated with all Capex and Opex projects

- support the implementation and ongoing management of the ERP system and any project related system(s)
- support continuous improvement of internal control and standard operating procedures.
- prepare daily, weekly and monthly estimated cost reports for the operational rigs and ongoing projects
- perform month-end accounting activities such as producing project reports, in conjunction with project managers, ensuring all costs including prepayments and accruals are recorded correctly and performing any project close out routines as required
- create monthly project cost reports which include actual and estimated costs to date as well as projections to completion, including variances against budget
- facilitate timely and accurate progress billing to customers in conjunction with the finance and project teams
- to support the tendering process as and when required
- to provide analyses of the performance of projects over the project life
- establish a high level of credibility and manage strong working relationships with internal and external parties
- perform other duties, complete additional tasks and support ad hoc projects as required

## KEY OUTCOMES

- to ensure all projects are monitored and managed to a high degree of accuracy and all project reporting is completed in a timely manner
- to ensure that financial and project systems are effective, robust and compliant
- to ensure that internal policies and procedures are maintained and effective
- to ensure that there is effective, accurate and timely reporting to the finance, operations and technical teams with timely billing of invoices
- to perform month end activities in a timely manner
- that the assets of the company are protected and safeguarded
- to build and maintain effective relationships internally and with key business partners, including 3rd party suppliers
- regular and accurate reporting to the Director of Finance, Chief Technical Officer and Director of Operations

## 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

- 5+ years' experience in a similar role within the Oil & Gas industry either with a rig contractor or operator
- experience in supporting and developing ERP and operational systems
- 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

- degree in finance / business studies or similar
- experience of Microsoft Business Central