

JOB DESCRIPTION**Asset Accountant****REVISION:** 1 **DATE:** 10/09/2020**REPORTING LINE**

The Asset Accountant will report directly to the Financial Controller.

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 experienced Asset Accountant.

The Asset Accountant, as part of the finance team, will be responsible for the rig cost centres and will produce the monthly financials (profit and loss account, balance sheet and cashflow) for the rigs.

The Asset Accountant is responsible for monitoring and recording capital expenditure (Capex) and operational expenditure (Opex), for our rigs. The role provides key financial support to the Operations rig team in supporting regular cost analysis for the rig as well as budgeting and regular re-forecasting. The role will also involve reporting on the progress of capital projects, including variance analyses and narrative of a project's performance, to date, and to completion, whilst supporting any ad-hoc financial requests from the rig team.

The role also involves incorporating new rigs into the business utilising Maximo, the maintenance system, and Business Central, the ERP system: populating these systems with legacy data transferred with the new rig as well as developing and leading functional changes within the Maximo product as rigs are introduced.

The role requires a dynamic, highly analytical, accurate individual who works well in teams and in a high-pressured environment. The role also requires someone who can challenge the current working practices and is comfortable developing and leading system changes. The role is cross-functional and therefore requires an individual who can build and maintain effective relationships.

KEY RESPONSIBILITIES

The Asset Accountant will be required to:

- Form a close working relationship with the Financial Controller and Director of Operations, the finance team, and the operations team.
- Liaise with the Operations function to ensure the ledger and maintenance system reports accurately reflecting the rig Opex cost and Capex costs.

- Prepare monthly financial information for the rigs (profit and loss account, balance sheet and cashflow statement) from the ERP system (Business Central).
- Create monthly project cost reports which include actual and estimated costs to date as well as projections to completion, including variances against budget
- Lead the functional improvements and ongoing management of the rig maintenance system (Maximo) and any project related system(s)
- Lead the migration of data into Maximo and Business Central for rigs as they are added into the fleet
- Maintain system project information associated with all Capex and Opex projects
- Prepare annual budgets, re-forecasts and support the 5-year business plan
- Ensure all financial transactions are properly recorded, filed and ensure reporting is reliable and accurate
- Support continuous improvement of internal control and standard operating procedures.
- Support the tendering process as and when required
- 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

- Produce accurate, reliable monthly financial statements including supporting backup to the balance sheet and review with relevant stakeholders
- Ensure all projects are monitored and managed to a high degree of accuracy and all project reporting is completed in a timely manner and review with relevant stakeholders
- Ensure that maintenance, financial and project systems are effective, robust, and compliant
- Ensure that internal policies and procedures are maintained and effective
- Ensure that there is effective, accurate and timely reporting to the finance, and operations teams with the financial and project information
- Perform month end activities in a timely manner
- 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 Financial Controller 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, considering the job holder's qualifications and experience to enable the business needs to be met.

KNOWLEDGE & COMPETENCY

ESSENTIAL

- High calibre individual with 5+ years' experience in a similar role within the Oil & Gas industry either with a rig contractor or operator
- Experience in developing and supporting system improvements
- Ability to work on own initiative and drive changes through the organisation
- 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
- Willingness to work through peak cycles
- Relate to the dynamics of a "start-up" company
- Use of ERP and maintenance systems, Office 365, and advanced Excel skills
- Excellent verbal and written communications skills
- Excellent analytical and reasoning skills, plus excellent organisational skills

DESIRED

- proficient understanding of Maximo maintenance system
- Degree in finance / business studies or similar
- Experience of Microsoft Business Central