

Job Details	
Business Job Title	<b>Project Finance Co-ordinator</b>
Job Category	Permanent
Reporting Level	Operations Manager
Based	Kintore (hybrid working)
Date Prepared	26/09/2022

Job Overview	
Role	<ul style="list-style-type: none"> <li>The Project Finance Coordinator will provide assistance to the Operations Manager and perform a range of duties relating to project performance and financial reporting. They will ensure that the business operates within a robust financial and administration control environment commensurate with the provision of accurate and relevant financial information within required deadlines</li> </ul>
Accountabilities	<ul style="list-style-type: none"> <li>Working with Project Managers to meet project objectives</li> <li>Coordination of project financial reporting within required deadlines</li> <li>Purchase Order entry on ERP System (in support of finance personnel)</li> <li>Raise client invoices with support of Project Managers</li> <li>Credit Control</li> <li>Setting up of new projects in ERP system</li> <li>Preparation of the project reports for WIP/ cost to complete and completed projects</li> <li>Variance analysis comparison of project costs with budgets and review with Project Managers on a monthly basis</li> <li>Managing the Sales Masterlist daily/ providing forecast sales &amp; backlog</li> <li>Variation Order Request (VOR)/ Final Price (FP) adjustments</li> <li>Record Order Input</li> <li>Assist with Project cost control</li> <li>Assist with project document control tasks when required</li> <li>Any other ad hoc tasks</li> </ul>

Candidate Profile	
Competencies	<ul style="list-style-type: none"> <li>Experience of ERP system preferred</li> <li>Experience of project cost control</li> <li>Good planning and personal management skills</li> <li>Proactive &amp; flexible attitude</li> <li>Good interpersonal skills</li> <li>Ability to prioritise workload</li> <li>Must have a good working knowledge of Microsoft Office products- preferably office 365</li> <li>Previous Oil and Gas project experience preferred</li> </ul>