

**THE EUROPEAN MARINE ENERGY CENTRE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**  
**FINANCE OFFICER**

**Reports to:** Finance Director

**Purpose:** To provide financial and administrative support to the company.

**Responsibilities**

1. Assist with the preparation of budgets, process invoices and payments, and assist with the annual audit process.
2. Assist with the development and maintenance of all necessary systems, policies and procedures to ensure effective and efficient financial management within the company.
3. Work with teams across EMEC to ensure an accurate, timely, efficient and transparent process to support the project lifecycle with tracking costs including timesheets, allocation of match funding, and audit support.
4. Assist with project claims to ensure they are accurate and submitted to agreed timescales.
5. Maintain a contracts, agreements and supplier register, keeping up to date records, including any variations, and impacts or inter-relationships between them.
6. Ensure procurement is carried out in adherence with EMEC procurement procedures, notably to enable expenditure eligibility with grant awards.
7. Support all aspects of EMEC's contract and grant delivery process including all policies, systems, and documentation to ensure compliance, incorporating best practice, and ensuring excellent monitoring and controls.
8. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
9. From time to time carry out other assignments which may differ from the above as instructed by the Finance Director.

**Reports:** There are no direct reports to this position.

## **Person Specification**

### **Education**

Essential – SVQ2 in an accounting or business subject (or equivalent)

### **Skills & Knowledge**

Essential

- IT literate user of MS Office packages.
- a good understanding of office systems and procedures
- excellent communicator by telephone, E-mail and print
- strong and proven organisational skills with the ability to prioritise workloads and manage multiple tasks in order to meet deadlines
- strong customer focus

Desirable

- familiar with Sage Accounts package
- interest in renewables

### **Personal Attributes**

Essential

- organised, disciplined administrator
- 'completer finisher'
- team worker
- 'can-do' approach
- developed social skills are essential within the formal and informal environments you will be expected to represent the Company
- excellent attention to detail and accuracy
- a positive and flexible approach

### **Experience**

Essential

- 2 years' relevant experience
- working effectively within a project delivery focussed environment

Desirable – experience of administering public sector funded projects

### **Special Conditions Associated with the Role**

None