

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
FINANCE AND AUDIT ADMINISTRATOR

Reports to: Programme Manager

Purpose: To provide administrative support to the company with project finance and audits.

Responsibilities:

1. Support the development of programme management within the organisation, adhering to the Project Lifecycle SOP and other EMEC processes.
2. Follow the Claim Process SOP to help prepare, submit and finalise claims for all grant funded projects, including invoices, timesheets, travel and expense recording.
3. Develop a basic understanding of various funder rules for all grant supported projects. Assist Project Managers with administrative tasks, minute taking, and action lists as required.
4. Support the Operations Team and the Programme Management Team in providing / delivering reports on EMEC's projects' performance and status, particularly supporting financial control and project finance claims.
5. Administer and update the PMO team task lists to ensure targets are met and team members complete tasks in a timely manner.
6. Help monitor and report on key deliverables as part of the Project Dashboard System including, KPIs and risks on a monthly, quarterly, and annual basis, including board reports.
7. Assist with the development and maintenance of all necessary systems, policies and procedures to ensure effective and efficient financial management within the company.
8. As part of the PMO procurement team, ensure procurement is carried out in adherence with EMEC procurement procedures.
9. 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.
10. From time to time carry out other assignments which may differ from the above as instructed by the Programme Manager. Day to day tasks will be assigned by the Programme Officer.
11. Work closely and flexibly with all EMEC staff from across the business.

Reports: There are no direct reports to this position.

Person Specification

Education:

Essential – Educated to HND level or above in Business Management, Accountancy or other relevant subject.

Skills & Knowledge:

Essential - Well-developed critical, analytical and management skills. Good planning abilities. Influencing and communication skills. Writes well for a variety of audiences (e.g. monitoring reports, feedback for board papers).

Desirable – Good presentation skills.

Personal Attributes:

Essential – Natural team worker. Determined to see team achieve success. High sense of responsibility and integrity. Self-reliant and able to carry out tasks single-handedly when appropriate. Excellent attention to detail. Good problem-solving capability. Positive bias towards renewable forms of energy. Can maintain a calm approach when placed under pressurised conditions.

Desirable - Confident in dealing with internal clients and a wide range of stakeholders alike, at all levels.

Experience

Desirable - Management/Accounting qualifications or experience. Experience of administering public sector funded projects

Special Conditions Associated with the Role:

1. None