

FINANCE MANAGER

Job Description

Excellent opportunity for a Finance Manager. This is a permanent position based in Peterhead and offering a competitive pay and benefits package.

The main purpose of this role is to lead the day to day activities of the finance team to provide an excellent finance service, to ensure sound financial management and deliver continuous improvements across key aspects of the department. The primary task is to oversee and coordinate reporting of business transactions. This includes day to day management of the finance team, preparation of monthly management accounts, monitoring performance against budget, managing cash flow, preparing annual statutory accounts and supporting schedules and liaising with auditors. The Finance Manager is expected to keep up-to-date with changes in accounting and reporting standards and plan to ensure continued compliance with legal, statutory and regulatory requirements.

Working alongside the Chief Financial Officer the Finance Manager will be responsible for ongoing assessment of the effectiveness and operation of the system of internal accounting controls. They are expected to initiate, deliver, lead and embed changes in conjunction with the Chief Financial Officer. The Finance Manager will also be responsible for reviewing the use of IT and software with a view to increasing the efficiency and effectiveness of reporting and accounting processes.

The Finance Manager will assist in business planning and project appraisal, producing reports and analysis as required to support business decisions. The Authority has a track record of undertaking large capital and maintenance projects, each of which requires specific analysis and reporting.

PPA is committed to its staff and the Finance Manager will have a role in the development and training of the team and arranging external courses as required. The Finance Manager should establish and maintain an effective working relationship with finance staff, providing guidance and support as required, as well as with senior management.

In order to be considered for this opportunity you must be able to demonstrate:

- Relevant professional financial qualification (fully qualified CA) or knowledge and experience at an equivalent level
- Experience in a similar role within an SME
- Solid judgment, problem-solving aptitude, flexibility, creativity, diplomacy and employee management skills
- Excellent written and oral communication skills
- Ability to achieve aims and objectives
- Broad computer literacy experience
- Proven track record of delivering change

Applicants should forward their CV by email to Gillian.Gunn@peterheadport.co.uk quoting ref: PPAFM. Applications will close on 13th September 2021.

Only shortlisted candidates will be contacted for interviews.