

Employee Name			
Job Title	Treasury Assistant		
Line Manager	Treasury Accountant		
Supervising	N/A		
Document Number	JD101	Revision Date	29.09.2021
Based	Aberdeen Office		

Job Purpose Summary

To provide accounts payable and general finance support to our Finance Department. Supporting in the essential day to day operations and facilitating office organisation and communication by performing duties with due care and attention.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Match up all invoices with delivery notes and code invoices ready for approval
- Seek approval of all invoices prior to input on a daily basis
- Accurately put all invoices into SAGE
- Reconcile all statements against the purchase ledger and resolve any reconciliation differences
- Investigate any payment queries or payment date requests
- Compile list of payments for payment runs
- Post and allocate payments against invoices in SAGE
- Add new suppliers to SAGE when required
- Reconcile purchase ledger to control account
- Assist Group Finance Manager in compiling monthly purchase accrual
- Bank and credit cards reconciliation
- Collating expense claims, submitting for payment and reconciling in SAGE
- Assistance with credit control, reconciling receipts in SAGE, dealing with customer queries on sales invoices
- Stock – Assist with stock taking and stock movements when required
- Monitor new and existing vendors and customers and update master data lists as required
- Work with operational and supply chain employees to ensure sufficient and appropriate vendors are being used by the company
- Lead any adhoc projects and improvement initiatives as identified/necessary
- Support other areas of the finance function

HSEQ Responsibilities

- Comply with Nucore Group's HSEQ policies and procedures and ensure working practices are safe, always protecting the environment and Company reputation.

- Intervene, where possible, to prevent unsafe acts or conditions including stopping work where necessary. Restarting when it is safe to do so.
- Report any accidents, incidents or near misses and unsafe conditions, behaviours or acts to line management, or by using the Nucore Group observation card system.
- Ensure all personnel under your direct charge are suitably trained and competent to carry out the prescribed tasks and have read and understood RAMS issued to them, prior to starting work.
- Adhere to the controls described in risk assessments, RAMS and COSHH assessments, and highlight any shortcomings in the existing controls to line management.
- Visually inspect and check tools, equipment and plant which has been issued to you before use and report any deficiencies to line management.
- Correctly use PPE which you have been issued and inform line management when it is worn or damaged.
- Complete mandatory training as identified on the Nucore Group training matrix.
- On request, actively participate in audits and inspections.
- Actively contribute and work towards HSEQ goals, objectives, targets and initiatives
- Comply with client site safety requirements
- Ensure all waste handled is disposed of in a suitable manner.
- Own, implement, review and update Nucore policies, procedures, forms and systems for which you have responsibility.
- Ensure personnel under your control have the training, resources and competency to carry out their work activities in a manner which protects people, the environment and Nucore Group's reputation from harm.
- Effectively communicate changes and updates to management systems to personnel within your department or team, ensuring these are understood and complied with.
- Manage HSEQ issues, concerns and points raised by personnel within your team, highlighting these to the HSEQ Manager where required.

Experience/Education/Training			
Requirement	Essential	Desirable	How Assessed
<u>Education, Training, Qualifications:</u>			
			DC
<u>Experience:</u>			
Experience in financial software SAGE 200		✓	CV/Int
Oil and Gas experience		✓	CV/Int
Proven experience in an administrative role	✓		CV/Int
Evidence of providing excellent customer care	✓		CV/Int
<u>Skills and Knowledge:</u>			

Computer literate in all Microsoft packages	✓		PR
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KEY:

CV = Application Form/CV	Med = Medical Questionnaire
JB = Job Records	DC = Documentary Evidence (E.g., Certificates)
Int = Interview	PR= Performance Review

The Person

You must be a highly motivated individual with the initiative to work under pressure in fast paced role. Working in within a small team you must be well organised and be flexible to support the team with a wide range of duties in order to meet tight deadlines. You will have attention to detail with a high level of accuracy. Excellent communication skills will be key to the role as you interact with a wide range of people internally and externally.

Signed by Employee		Signed by Line Manager	
Date		Date	