

<b>Employee Name</b>			
<b>Job Title</b>	Assistant Management Accountant		
<b>Line Manager</b>	Senior Management Accountant		
<b>Supervising</b>	N/A		
<b>Document Number</b>	JD107	<b>Revision Date</b>	02.09.2021
<b>Based</b>	Aberdeen Office		

## Job Purpose Summary

To perform accounting duties supporting the operational requirements of the business. Overall accountability for the company's General Ledger and coordinating all month end reporting activities. Advise managers about the potential risk and financial implications of business decisions to aid the growth of the business.

## 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.*

- Assist with General Ledger and closure of monthly trial balance including; review of projects with Operations Team, review of accounts payable ledgers and associated accruals, reconciling all key balance sheet control accounts, and reconciliation of sub-ledger accounts.
- Perform all month-end reporting responsibilities in an accurate and timely manner as required by operational leads and financial controller.
- Maintain and reconcile fixed asset registers.
- Provide support with AP & AR tasks as required.
- Provide strong accounting support to Senior Management Accountant and Financial Controller.
- Adhoc duties as required

## HSEQ Responsibilities

- By adhering to Nucore Group's HSEQ policies and procedures, ensure safe working practices are followed at all times.
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system.
- On request, fully participate in HSEQ audits and inspections.
- Complete mandatory HSEQ training as identified on the Nucore Group training database.
- Adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls.
- Continually practice good housekeeping standards and only undertake tasks which you have been suitably trained to perform.

Experience/Education/Training			
Requirement	Essential	Desirable	How Assessed
<b><u>Education, Training, Qualifications:</u></b>			
Possess a strong technical accounting background, preferably being qualified through a professional accounting body		✓	DC
<b><u>Experience:</u></b>			
Experience in working with multiple functions including operations, commercial and logistics		✓	CV/Int
Experience of accounting software packages, preferably Sage 200		✓	CV/Int
Oil and Gas experience		✓	CV/Int
<b><u>Skills and Knowledge:</u></b>			
Demonstrate strong communication skills and hold experience in working with Operational stakeholders		✓	PR
Computer literate in Microsoft packages		✓	PR
Demonstrate a strong work ethic and problem-solving approach		✓	PR
Good communication skills (written and oral)		✓	PR
Team player, friendly and outgoing		✓	PR
Attention to detail with a high level of accuracy		✓	PR
Ability to work under pressure		✓	PR
Positive outlook, flexible and well organised		✓	PR
Self-motivated with the ability to use own initiative		✓	PR

## KEY:

CV = Application Form/CV  
JB = Job Records  
Int = Interview

Med = Medical Questionnaire  
DC = Documentary Evidence (E.g., Certificates)  
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.

<b>Signed by Employee</b>		<b>Signed by Line Manager</b>	
<b>Date</b>		<b>Date</b>	