

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

**Reports to:** Finance Director

**Purpose:** To manage the finance function including budgeting, managing cashflow, presenting financial reports and leading the audit process.

**Responsibilities:**

1. Lead the annual budgeting and planning process in conjunction with the Executive Team; administer and review all financial plans and budgets; monitor progress and changes and keep the Executive Team informed of the company's financial status.
2. Manage cash flow and forecasting.
3. Present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; effectively communicate and present financial matters to the Executive Team.
4. Monitor the day-to-day financial operations within the company and ensure that transactions are recorded accurately and timeously.
5. Participate in risk management activities, identifying risk and managing mitigations relating to financial risks across the company.
6. Complete VAT returns and any other statutory returns as required.
7. Coordinate and lead the annual audit process and liaise with external auditors.
8. Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the company, including improving efficiencies and reducing costs.
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 Finance Director.
11. Work closely and flexibly with all EMEC staff from across the business.

**Reports:** There are no direct reports to this position however the post holder will be expected to functionally manage the Finance Officer post. The incumbent will be required to work with and influence the other groups within EMEC to establish and maintain effective financial processes.

## **Person Specification**

### **Education:**

Essential – educated to university level or equivalent. At least part qualified to ACCA, ACA or CIMA and working towards full qualification.

Desirable - a recognised accountancy qualification from a professional body such as ACA, ACCA, or CIMA.

### **Skills & Knowledge:**

Essential - excellent communicator; high level of numeracy and analytical skills; experienced Excel user; computer literate in MS Office products; ability to plan and organise work to meet regular deadlines; a methodical approach and problem-solving skills.

Desirable – experience of working within a quality system; experienced SAGE user; strong customer focus; experience of using finance models.

### **Personal Attributes:**

Essential – self-motivated with a ‘can-do’ approach; completer finisher; ability to reflect on one’s own work as well as the wider consequences of financial decisions; team worker; ability to work under own initiative when required; tactfulness, diplomacy and ability to maintain confidentiality.

Desirable – positive bias towards renewable energy.

### **Experience**

Essential – At least 3 years’ experience of working in a finance related role.

Desirable – At least 5 years’ experience working in a finance related role; experience of managing a small team.

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

1. None