

Job Specification

Job Title	Finance Assistant
Team	Finance
Reporting to	Regional Accountant
Based in	Bath

Why BuroHappold Engineering?

Described by our clients as 'passionate', 'innovative', 'collaborative': BuroHappold Engineering is an independent, international engineering practice that over the last 40 years has become synonymous with the delivery of creative, value led building and city solutions for an ever-changing world. Having worked on every continent, our clients include more than 90% of the world's leading architectural practices and we have collaborated with global organisations such as the United Nations, The World Bank and UNESCO. Through our global community of driven, world leading engineering professionals we deliver elegant solutions for buildings and cities that seek to address the major problems facing societies today.

As an organisation we strive for progress and are committed to finding new and better ways to deliver elegant solutions. We recognise that this can only happen if our people can keep up with, create and implement the latest developments in technology and ideas. We offer learning and development opportunities at every level, to help shape exciting and personally satisfying careers and ensure our engineers stay at the cutting edge of industry thought.

Candidate Profile

Required Skills

- High level of accuracy
- Good communication and team working skills
- Ability to work to deadlines and prioritise workload
- Good computer and IT skills, use of PivotTables and formulas in Excel would be an advantage
- Ability to understand the nature of the work the team carries out and interact with other team members in the delivery of their work i.e non-finance stakeholders.

Preferred but not essential Skills

- Prior use of financial accounting systems such as Agresso would be an advantage.

Responsibilities and Accountability

Job Purpose

The role of the Finance Assistant includes:

Main responsibilities

- Production of invoicing for projects delivered by UK Cities business unit (50% of role)
- Project related housekeeping tasks within the project planning and finance systems
- Preparation of month end accruals and prepayments
- Ownership of Cost Reports for Disciplines
- Reporting on overheads spend versus budget and forecast
- Responsible for issuing Work In Progress (WIP) balances to Project Directors
- Collaboration with the Project Operations team to complete tasks
- Support to other regional teams when required
- Adhere to the company's financial policies and procedures
- Other ad-hoc tasks to support the Bath Office and wider function

Qualifications:

- Ideally studied AAT Level 2 or above
- Good secondary and/or tertiary education: A levels or equivalent

Important information

The post holder must carry out their duties with regard to the BuroHappold Equality & Diversity Policy at all times.

You are required to set a personal example in all aspects of Occupational Health and Safety (OH&S).

You are responsible for encouraging and maintaining high standards of OH&S in all areas under your control; meeting or exceeding targets and reporting on OH&S Key Performance Indicators. You will ensure compliance with the Company's health and safety policy, relevant legislation and guidance in these areas.

You are required to fulfil the duties appropriate to your grade as detailed in the Roles & Responsibilities section of the Company's Health & Safety Management System