

BURO HAPPOLD

Job title	Finance Unit Lead
Grade	Associate
Discipline	
Cost Centre Code	UKFI
Business Unit	UK+
Office Location	Bath
Hiring Manager	Kate Legrand
Reporting to	Kate Legrand
People Management	No direct line management, but will be team management

Job purpose

An opportunity has emerged in UK Finance in the Bath office for a 12 month FTC. The successful candidate will be a key addition to an already established finance team.

This role will involve overall responsibility for the financial and project accounting for our Advisory and Projects Units as well as managing a small finance team.

The successful candidate will be responsible for the production of end-to-end management accounts, the accurate reporting of revenue and costs on projects, senior stakeholder communication as well as managing junior members of the team and ensuring all Unit reporting is completed.

This would suit either a commercially focussed accountant who has previous project, management accounting and/or business partnering experience as well as a history of team management.

Key Accountabilities

- Ownership of the end-to-end production of management accounts and accurate reporting of project revenue and costs for the Advisory and Projects Units.
- The production of budgets and quarterly forecasting
- Preparing monthly reporting packs and leading the consolidation of discipline results
- Review and challenge project financial risks and opportunities within the project portfolio
- Management of a number of disciplines within the unit, providing direct monthly finance support.
- Working collaboratively with the Project Operations Team
- Presentation of financial analysis and KPIs at monthly Leadership meetings looking to drive value, add advice and support
- Preparing month end reports showing consolidated position for senior leadership team
- Financial and Commercial decision support for Unit leaders
- Proactive approach to continuous improvement within all aspects of the role
- Ensure adherence to local finance policies and procedures
- Project Partner and Project Director portfolio reviews

Skills & Experience

Required Skills:

- Confident, proactive character, with the ability to take the lead in challenging situations; able to work unsupervised and use own initiative.
- Resilient with excellent communication skills and demonstrable attention to detail.
- Excellent Microsoft Excel skills; the ability to set up and maintain supporting financial systems.
- Highly organised with the proven ability to prioritise and work to tight deadlines.
- Positive and collaborative approach to support and develop relationships with key financial and non-financial stakeholders.

Required Experience:

- Experience of having operated at a similar level of responsibility, providing technical accounting and financial support to aid decision making.
- Experience of project accounting in a dynamic business
- Experience of board or senior leadership reporting

Desirable Experience:

- Experience of working in a similar industry (engineering/construction) would be an advantage
- Experience of Agresso accounting system would be useful but not essential
- Experience of Deltek Vantage Point would be an advantage but not essential

Required Qualifications and Accreditations:

- Qualified / Exams Qualified CIMA/ACCA/ACA

Style and Behaviours

- You must at all times carry out your duties with due regard to BuroHappold policies and the BuroHappold Equal Opportunities Policy which can be found on Magellan and/or your employee handbook.
- 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.