POSITION PROFILE

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| **Position:** | Accounts Assistant | **Department:** | Finance |
| **Postholder:** | TBC | **Section:** | Finance |
| **Reports to (position):** | Accounts Manager UK | **Location:** | Aberdeen |
| **Date of Issue:** | October 2024 | **Prepared By / Approved By:** | RD/DT |

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| **COMPANY OVERVIEW:**  Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland.  We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in energy workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.    To ensure a safe workforce of the future, OPITO delivers clear global standards and qualifications that utilise innovative workforce development solutions.    Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.    With operational hubs in four key regions – UK and Europe, Middle East and Africa, Asia Pacific and the Americas – OPITO drives safety and competency improvements to benefit the energy industry.    We pride ourselves on our Values. We have integrity. We collaborate. We are adaptive. |

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| **PRIMARY FUNCTION:**  To assist in the day to day running of the finance department. |

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| **DIMENSIONS** |
| Core Competencies / Technical Requirements  * Working knowledge of Sage 200 or similar accounts system * Demonstrate computer literacy * Good interpersonal and team working skills * Self-starter and ability to work on own initiative * Effective communication skills (both verbal and written) * Flexible and adaptable * Payroll Experience * Able to work under pressure and to deadlines * Ability to interact with suppliers, business stakeholders and customers * Knowledge and experience of required tasks in relation to Accounts Assistant   **Interfaces / Contacts**  ***Internal***   * OPITO Staff   ***External***   * OGTAP Apprentices * Suppliers * Customers * Pension Provider * Pinnacle – Sage Support * Mother – IT Support * Sage * Bank Representatives * HMRC * Auditors * Tax Advisors |
| **PRINCIPAL ACCOUNTABILITIES** |

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| **Operational (Including Technical)** Main functions may include some or all of the following:   * Processing monthly salaries for OTML * Pension payment vouchers and upload * HMRC payment vouchers and payments * Processing purchase invoices * Processing sales debit notes * Preparing payment runs * Journal preparation * Prepare monthly Intercompany debit notes * Credit control * Processing of cash book transactions on a daily basis * Processing of bank reconciliation on a monthly basis * Ensuring month-end duties are completed on time for Management Account Preparation * Yearly audit preparation |

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| **Health & Safety / Quality Assurance** Main functions may include some or all of the following:   * Complying with relevant Company Health and Safety policies and procedures * Managing and maintaining controlled documents relating to Industry Standards * Ensuring all Standards related processes and procedures are complied with at all times * Contributing to the annual review of Standards ISO related processes and procedures |
| **People Management** Main functions may include some or all of the following:   * n/a |
| **Qualification, experience, and attributes (Objectively required to undertake the role)** Some or all of the following may be required:   * The nature of the role is such that the relevant experience is as important as formal qualifications |
| **Compliance:**  OPITO have a number of policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day-to-day roles as well as helping them to comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements. |
| **General:** Main functions may include some or all of the following:   * Undertakes special projects as appropriate and fulfils other duties as may reasonably be required by the company, in line with the incumbent’s skills, knowledge, abilities and personal development opportunities * Maintaining the company values and culture |
| |  | | --- | | **Qualification, experience, and attributes (Objectively required to undertake the role)**  * National Level 5/6 qualifications * HNC in Accounting * The nature of the role is such that the relevant experience is as important as formal qualifications | |