

ARUP

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«Finance Co-ordinator»

Contact information

Contact name Arup
Contact phone +44 (0) 207 755 4659
Location England, London

Job details

Salary by agreement
Job type Permanent

Requirements

Excellent knowledge of Microsoft packages
Ability to train others in finance topics/software
Ideally degree level, but minimum of two A levels or equivalent
Finance-related qualification would be useful, eg Level 4 NVQ in business admin or finance, or AAT/CIMA qualification

Job responsibilities

Assist in/take responsibility for Operating Plan process by running Ovaview reports, completing appropriate templates, chasing staff for information, updating PFF on behalf of project managers
Prepare first draft of Operating Plan for review with Senior Finance Officer and practice leader.
Submit approved Plan in accordance with Regional deadlines.
Monitor income, profit and costs monthly against operating plan, advising leaders and senior team where there is variance.
Prepare monthly reports for leaders
Chase project managers for invoicing and monitor income against costs on projects.
Chase project managers for forecast updates where necessary and update PFF
Use Ovaview to download data for bespoke reporting
Use CRM proactively, ensuring financial data is accurate, chasing project managers for information, running reports to check pipeline activity and ensure that job number applications comply with local protocols.
Provide project managers with break-even rates ensuring information is accurate and in accordance with local protocols
Monitor and report on staff overheads
Provide induction to staff on timesheets and expenses claims, approve timesheets and expenses claims as and when necessary in accordance with local protocols
Undertake staff inductions including Office H&S Briefings, Ovaview, Extensity, Concur and CRM briefing
Take responsibility for approving and chasing timesheet completion to ensure that all timesheets are completed before month-end financial close.
Chase project managers for supplier invoice authorisation.
Authorise suppliers invoices where necessary
Liaise with Accounts Payable for payment dates for suppliers and/or staff
Advise Project Managers on appropriate financial set up for projects and provide training on Ovaview where necessary

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