
Role Specification

Job title: Finance Business Partner

Department: Finance

Location: Oxford

The role within the Company

Reporting to the Financial Planning & Analysis Director, this position will support the delivery of all strategic and operational financial planning for the company, providing enterprise and project modelling expertise alongside detailed finance support to the business functions.

Velocys is an AIM-listed, multi-currency company with major projects in development and an expected steep growth curve over the next five years. This is an exciting time to join its finance team and contribute to the variety of finance processes and systems requiring development to support this growth.

You will be required to assist in the development of the corporate strategic plan, the annual budgeting process and monthly cash flow forecasting. You will liaise closely with the financial accounting team to provide commentary on actual versus budget variances within the management reports prepared for the plc Board. The role will therefore involve discussing plans and changes to plans with departmental leaders and calculating the financial impact to report insightful financial information.

To succeed, you will be a proactive self-starter with excellent technical skills alongside the commercial finance acumen to challenge underlying assumptions. You will possess a keen eye for detail with the experience and integrity to ensure all reporting of financial information is delivered to internal stakeholders as required. You will have the ability to communicate in both technical and non-technical accounting terms at all levels across the business.

The role requires an individual who is highly organised, able to prioritise their own workload, manage competing demands upon their time, all while supporting the overall finance team objectives and multiple projects. Furthermore, we are seeking an individual with excellent interpersonal, collaboration and communication skills.

Responsibilities

- Assisting in the preparation of the long-range corporate strategic plan (“the enterprise model”)
- Assisting in the preparation and consolidation of the annual “bottoms up” budget process and half-year reforecast using a combination of Excel templates and the NetSuite Planning & Budgeting software
- Preparing monthly cash flow forecasts, including various scenarios to facilitate management of the business and support financing decisions
- Analysing monthly financial results versus budget / providing commentary for the management board pack
- Preparing departmental monthly actual versus budget reports to budget holders and conducting reviews thereon with budget holders
- Supporting the preparation of the consolidated financial data required for grant claims for project grant funding
- Answering requests from external auditors for the annual and interim accounts (such as year on year financial variance analysis)

- Reviewing purchase orders to advise on the correct coding in NetSuite for projects / department / GL codes, and training to business end users
- Providing finance business partnering support throughout the organisation
- Developing and improving financial processes to drive efficiency
- Supporting ad hoc finance projects such as preparing business cases, procurement reviews, gathering financial data for insurance purposes etc.

Organisational interactions

- Immediate supervisor title: Financial Planning & Analysis Director
- Next level supervisor title: Head of Global Finance & IT
- Collaboration with other individuals and groups: CFO and Finance team, HR and all business functions including Business Development & Project Delivery, Engineering, Catalysis, Manufacturing etc.

Experience and skills

Essential

- Qualified (ACA/ACCA/CIMA) Accountant
- Demonstrable and proven PQE in a finance analyst / business partnering role within a commercial setting
- Experience of dealing with consolidated accounts and multi-currency
- Experience of building financial models, excellent Excel, Powerpoint and data manipulation skills
- Experience of an ERP system and using planning software

Desirable

- IFRS and/or US GAAP accounting experience
- Experience of operating in a similar role, within an AIM / listed company
- Familiarity with NetSuite Planning & Budgeting module and Smartview for management reporting and analysis
- Experience gained in a technology delivery business with R&D and manufacturing operations

Contact

Please send your CV and any additional information to support your application to:

careers@velocys.com.

