

Job Title:	Project Support	Job Holder:	
Division:	Finance	Grade:	3/4

Job Purpose:

As a member of the project support team, you will work with other departments in the business (including Project Management, Purchasing, Commercial) to ensure the accuracy of financial reporting on contracted and internal projects; actual and forecast. This role will be internal facing.

You will report to the Finance Business Partner for Projects.

Responsibilities of Project support

1. Project administration- From order acceptance you will set up the project in focal point as directed by the business with correct order, revenue, and invoice dates.
In other situations, you will have to set up a project for internal uses without financial information e.g. Private Venture.
2. On a monthly basis you oversee updating the financial forecast of projects, preparing project reports for the business, and following review updating the business system to capture any changes. It is important that this is done on time so useful and accurate data is in the system in time for the next monthly cycle as well as quarterly reporting and yearly budgets.
3. As you go through the month you will also post any revenue that can be claimed on a project accurately, and if right, collecting evidence for that revenue depending on its IFRS categorisation. You will also handle approving invoices that are submitted to you by project managers, matching against POs, verifying currency rates etc.
4. As well as the specific projects under your control you will also be involved in wider business activities which may be:
 - a. Preparing slides for internal business reviews
 - b. Managing business processes e.g. APO tracking
 - c. Educating new starters with regards to the business system, processes etc
 - d. Entering and correcting data in the WIP
 - e. Validating Monthly revenue across projects
 - f. Understand factors affecting GM in your business area
 - g. Support internal business projects and reporting (PV, warranty etc)
 - h. Prepare the overall forecast of your business area for quarterly and yearly review
5. Aiding in the Audit to provide information that is accurate and prompt.
6. Work with the project finance team, business systems and other parts of the business on a regular basis to improve the quality of the reporting or make our processes more efficient.
7. Other responsibilities will emerge as the role develops

Background/Qualifications

- The Ideal candidate will have experience of working project control/accounting in commercial project environments, ideally in defence related industries or manufacturing. An understanding of revenue trading would also be useful.
- The most important qualities are excellent time keeping and communication skills as you will be working against deadlines on a regular basis and with all levels and areas of the company. The role is also extremely process driven.
- You should also have or be interested in developing your analytical skills i.e. Excel, Power query, Power BI. There is plenty of opportunity in the role for you to make suggestions and improvements to our reporting and processes.
- Part or fully qualified in Accountancy (AAT, CIMA, ACCA etc) is desirable although for an otherwise suitable candidate training will be provided.

Training: *(if applicable)*

Reporting Line

The jobholder will report to the Financial Business Partner for Projects

Job Location

The job can be in any of the SEA offices and Hybrid working will be considered.

Job Holder Declaration:

I accept the purpose and key result areas of my role with SEA are as outlined above.

Signature: _____ **Date:** _____

Line Manager Declaration:

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: _____ **Date:** _____