
Job Title: Project Costing Officer

Reports to job title: Senior Analyst

Team/Department: Finance

Location: Hybrid - Northern/York/Midlands Hub

Salary: £30,000 - \$35,000

Job Purpose

This is a new role working in a growing Government funded Agricultural Research Organisation. We are looking for an individual with a proven track record of successful work in a finance environment. The successful applicant will provide a vital link between finance, Innovation and Business Development teams. This role will require the applicant to understand the financial needs of projects and be able to successfully communicate those requirements to senior managers in the financial approval process. This will also include preparing summary reports to support forward planning within the wider organisation. In addition, the successful candidate will be responsible for the financial management of commercial projects working with the project delivery team to ensure their financial success.

Main Duties

- Support bid / quote leads to calculate accurate and robust costings.
- Communicate bid / quote costing to senior managers.
- Build strong and collaborative relationships across the organisation to ensure excellent understanding of our project work
- Calculation of internal costing and methodologies.
- Support the transition of new project wins from quote / bid stage into delivery.
- Provide project delivery team with accurate financial information and collaborate on the creation of robust forecasts and project spend profiles.
- Review actual costs ensuring accurate project cost allocation and variance analysis against budgets and forecasts.
- Ensuring a steady cash flow by generating and sending invoices in a timely manner
- Preparing journals and support with month end reporting requirements
- Effectively manage multiple deadlines to ensure no claim or invoicing deadlines are missed
- Assisting the wider finance team on any ad hoc requests.
- Ensure the internal and external audit requirements of the projects are met.
- Ad Hoc reporting requirements

Qualifications, Skills and Experience

- Good Communications skills
- Experience with Microsoft applications in particular Excel
- AAT Qualified or relevant experience within a finance department
- Enthusiastic and self-motivated, able to work without direct supervision both as an individual and within a team.
- Experience of public sector finances and grant funding advantageous.
- Excellent communication both written and verbal.
- Attentive to detail, conscientious and diligent.

Additional Information

Please use the attached link to apply by the September 3 2024:

<https://app.staffologyhr.co.uk/recruit/application/apply.aspx?cid=6012-C22C7AE5-2F63-432D-8A18-7EC09710BA7A&VacancyID=27589-9C0D1E23-3965-4CCC-8AED-09C76819EF88>