



WIND PROSPECT

JOB DESCRIPTION AND PERSON SPECIFICATION

FINANCIAL CONTROLLER / ASSISTANT GROUP ACCOUNTANT

JOB DESCRIPTION

Role: UK Financial Controller / Assistant Group Accountant
Function: Accounts
Reports to: Group Financial Controller
Location: Haywards Heath
Date created: July 2013
Application deadline: 31st July 2013

INTRODUCTION

Wind Prospect Group is a global renewable energy business with almost 250 people in 9 countries, with teams in the UK, Australia, South Africa, Poland and Ireland.

Having achieved over 2GW of planning consents, built 100 wind farms and advised on 40GW of clients' projects worldwide, we are one of the most successful independent renewable energy companies in the UK.

Our company is entirely owned by its directors and staff, meaning that we share common goals and interests that ultimately benefit the business. We pride ourselves on a culture based on trust and devolution of responsibility, which in turn has resulted in a high level of retention in staff.

This role is an excellent opportunity for an individual to join a growing business in a relatively new and exciting industry.

JOB PURPOSE/PRIMARY OBJECTIVES

To provide ad-hoc support to the Group Financial Controller and take full responsibility for all UK accounting functions.



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KEY TASKS/DUTIES

Financial Accounting

- † Support and preparation of year end audit schedules with the Assistant Accountants.
- † Support and guidance on best accounting practice to all 4 Assistant Accountants and dealing with the auditors during the year end process.
- † Consolidation of Group companies year end and results analysis.
- † Preparation of P I I Ds, CT6 I s and other statutory tax returns.
- † Preparation of accounting journal entries, including staff allocations and overhead assignment.
- † Miscellaneous reconciliations including share scheme and inter-company trading.

Management Accounting

- † Prepare and distribute daily cash flow reports.
- † Prepare existing monthly management reports for UK and worldwide businesses.
- † Enhance existing report processes across the Group.
- † Formulate overhead recovery processes and procedures.
- † Take on a lot of ad-hoc assignments.

PERSON SPECIFICATION

PERSONAL SKILLS/ATTRIBUTES/EDUCATION

- † Must be a fully qualified accountant with a proven track record and relevant experience in an SME environment.
- † Should have advanced excel skills and strong knowledge of QuickBooks.
- † Must be a good team player with a short-sleeves approach to problem solving and be very confident.
- † Should enjoy working to tight deadlines with a willingness to learn, particularly during the first 6 months.
- † Need to be adaptable and happy to be flexible to accommodate the dynamic change in the growth of this business.