

Position Description

Job Title:	Assistant Accountant
Office:	Pembroke Dock, Wales
Employment Type:	Full Time
Salary:	To be negotiated
Start Date:	ASAP
Line Manager:	Anna Thomas, Finance & HR Manager

Company Overview

Founded in 2012, Bombora is an award-winning ocean energy company from Western Australia and has recently established headquarters in Pembrokeshire, Wales. Our innovative mWave converters are designed to deliver environmentally friendly, large scale energy for national electricity grids. Bombora wave farms are intended to be deployed in coastal locations throughout the world. Bombora strives to create renewable energy solutions with a positive impact on our environment and our community.

Profile Description

Bombora is seeking an enthusiastic, energetic and technically competent Assistant Accountant, to support the Finance Manager in the delivery of a high quality finance service for Bombora and its stakeholders. The role will require the successful candidate to possess great organisational and communication skills, with excellent attention to detail. The role will be based out of our Pembroke Dock offices and will be key in supporting the delivery of our first mWave converter.

Main Responsibilities:

- Responsibility for all day to day transactional processing and purchase ledger:
 - Raising purchase orders and ensuring all procurements procedures are adhered to
 - Processing of supplier invoices
 - Raising payments
 - Setting up new suppliers and carrying out appropriate checks
- Provision of management accounts and any ancillary/ad-hoc reporting required
- Accruals and prepayments
- Monthly balance sheet reconciliations
- Processing of employee expenses
- Preparation of monthly VAT returns
- Maintenance of company bank account to include raising payments, posting transactions and reconciling on a regular basis
- Payroll processing:
 - Collation of payroll data and ensuring all relevant documentation available
 - Liaising with external payroll bureau and ensuring payroll is correct
 - Act as point of contact for any payroll related queries
 - Ensure all payments relating to payroll are made in a timely manner
- Play a key role in the preparation and management of grant claims and all associated tasks
- Input into cashflow forecasting and monitoring

- Assist with the year end accounts and all associated tasks as directed by the Finance Manager
- Assist in the provision of information and data required for making R&D tax claims
- Ad-hoc tasks related to the provisions of a high quality financial service to internal and external stakeholders

Qualifications & Experience

- AAT/ACCA qualified or other equivalent qualification (QBE candidates with the relevant background and experience will also be considered)
- Demonstrable experience in a similar role
- Experience of ERDF/WEFO or other public grant funding process highly desirable
- Highly competent with Microsoft Office applications, particularly Excel
- Experience of Xero Accounting desirable
- Experienced at using Cloud based document management systems
- Full and Current Drivers Licence

Required Competencies

- Strong communication skills - good spoken and written English essential
- Highly organised and ability to manage and prioritise multiple tasks effectively
- Able to work as part of a team and work on own initiative
- Good stakeholder engagement
- Positive, enthusiastic and with a good sense of humour
- Tenacious and driven
- Detail orientated and a strong analytical mind set

How to Apply

Applicants should submit an up to date CV together with a covering letter explaining why you are interested in the role and what relevant experiences you have. You should also provide names and addresses of two people that will act as your referees, one of which should be a business/professional contact. We will only approach them if you are invited to interview.

Applications should be emailed to recruitment@bomborawave.com. Please list the job title in the subject field. The closing date for applications is 5pm on Monday 14th January 2019.

Further Information

Bombora is an equal opportunities employer and has a proactive approach to parents with childcare responsibilities.

We also actively support Welsh language speakers and on request we can provide any of our documentation in Welsh. Please visit our website for further information.