

Finance Specialist

Band D, Swindon, Billingham, and Newport

What it's like to work in the EU Projects Team within Finance Operations

This role is based in the EU Projects team, which is part of Finance Operations, providing professional finance analysis services to our clients. The work is varied and includes project reporting analysis, salary analysis which requires a good understanding of payroll, HR absence and expenses data. This area of work is subject to external audit via GIAA, LEES or the European Commission.

The team is well-established with a wide range of knowledge, and we have a supportive, friendly and progressive culture. Whether you are new to the team or an experienced team member there is always something new to learn and we encourage cross-training within and between teams. We are continually looking for ways to improve our processes and welcome any new ideas, fully embracing the UKSBS values of Empowerment and One Team. We are investing in, and growing our workforce, who we know will play a key role in supporting us to achieve our ambitions. In addition, we embrace a hybrid way of working which offers greater flexibility to our team members.

Our team is made up of individuals with various levels of experience and from different working backgrounds. We have offices based in Swindon, Billingham and Newport and you can choose to work from the most suitable location for you.

This is an exciting opportunity to work in our well-respected Finance Services department. The role plays an important part in supporting the team as they are and shaping the future of processes as we go through major transformation programmes.

Key responsibilities

- Act as Subject Matter Expert (SME) for the EU projects area, supporting the team with complex queries, advice and training and dealing with client escalations.
- Review processes in line with continuous improvement objectives; identify areas where change could bring about efficiencies and take forward proposed improvements to completion.
- Input into system changes and major programmes, providing technical and process knowledge, identifying areas of concern and suggesting resolutions.
- Build a good working relationship with SMEs, and leaders across UKSBS and our client base, collaborating on issues and providing advice on EU Project processes and impacts.
- Support audits.
- Research – Keep up to date with European Commission Framework issues and future developments of Framework Programme 10
- Work closely with, and support Team Leader (ad hoc cover managing team performance and resources to ensure that deadlines are met).

- In-depth knowledge of all areas of EU Projects (i.e. payroll elements, Pensions, HR absence data, project reporting, expenses / internal processes)
- Housekeeping – ensuring the team adhere to naming conventions, ensuring relevant files are uploaded into SharePoint

Knowledge, skills, and behaviours

Essential:

- Proven experience in a Finance based role
- Experience of building, maintaining, and developing effective working relationships with senior internal/external stakeholders in order to build confidence and credibility in the delivery of the service.
- Excellent understanding of Excel and complex formulas
- Experience of liaising with internal and external Auditors
- Excellent communication skills
- Experience of dealing with conflicting and changing deadlines.
- Ability to interpret complex legislative documents / contracts

Desirable:

- Knowledge and experience of working with Oracle
- Understanding of EU projects and NI / payroll elements
- Creating and using Macros
- Professional Accounting Qualification or comparable experience.

Opportunities to develop.

We value our employees and recognise the importance of ongoing professional development in enabling you to fulfil your career ambitions, now and in the future.

At any level, we offer the opportunity to widen your skills and experience by applying for other roles within the Finance Services team and the wider organisation.

Our in-house expertise is vast, whether you are interested in learning more about a particular type of software, you need to work on your presentation skills, or you want to develop your ability to influence and negotiate skills, we will support you.

We are UKSBS. We are creating a place where people love to work, a culture where we lead, we change, we deliver and we empower our people to be curious, take action and add value.

Find out more about working for UKSBS at www.uksbs.co.uk/careers

