

Job Specification

Position:	Finance Business Partner	Department:	Finance
Reports to (position):	Head of Finance	Location:	Aberdeen

DEFINITION

Primary Function

The Finance Business Partner will be pivotal in the business to provide real time accurate information to aid in decision making.

Duties

- To prepare periodic financial and management reports, ensuring they meet organisational standards. Prepare all monthly and quarterly management accounts for review and upload into OneStream. Including all quarterly disclosures.
- To aid in compliance with local and global tax regulations and financial reporting standards and prepare all tax returns for review.
- Oversee the R & D tax credits reclaim.
- Continuously look to optimize administrative and business processes, driving improvements that enhance efficiency and control.
- Play a key role in annual budgeting process and monthly rolling forecasts. Own to collation all forecasting and budgets for all costs of the business.
- Build a continuous improvement culture in the business.
- Aid in introducing real time PowerBI analytics.
- Build on project costing and accurately provide the business with variance analysis on a monthly basis.
- Contribute to the development and implementation of financial strategies aligned with business objectives.
- Provide proactive, strategic financial advice to the Leadership Team, acting as a trusted business partner in decision-making processes.
- Control and monitor forecasts and budgets, ensuring alignment with business objectives, and take corrective action when necessary.
- Transform data into actionable insights that support informed business decisions.
- Adhoc value add projects.

REQUIREMENTS AND QUALIFICATIONS

In addition to demonstrating capability to deliver the activities within the role description above.

Behaviour

- Analytical.
- Attention to detail.
- Problem solving.
- High level communication skills to influence stakeholders of all different levels.
- Delivering timely accurate information.

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DEVELOPMENT

Geoactive Limited is a growing area of the wider CSI Group, offering the candidate professional development and career progression opportunities.