



# **POWERING YOUR CAREER**

**Co ordinator – Reporting, Finance  
Role Profile**

## Co Ordinator – Reporting, Finance

Location: Castleford

Directorate: Finance

Job Ref No: R5026

Do you want to help power your career and be part of an evolving energy industry?

An opportunity has arisen for a Coordinator to join our Finance - Reporting Team in Castleford

The energy industry is advancing with investment in smart technology innovation and Northern Powergrid, as the company responsible for powering everyday life for 8 million customers across 3.9 million homes and businesses in the Northeast, Yorkshire and northern Lincolnshire, is at the forefront of delivering a power network that meets the region's needs, now and in the future.

Our vision is to be the best energy company in serving our 3.9 million homes, whilst delivering a sustainable energy solution. As a dedicated Co-ordinator you will be an integral part of achieving this, while always striving to keep our customers' power flowing. You will assist the Finance Manager – Reporting to provide reliable, timely and insightful financial reports. You will be responsible for the production and running of financial models and completion of general ledger reporting tasks.

Along with a competitive salary of £23,233-25,685 we also offer great benefits such as;

- Enrolment into our pension scheme
- 25 days holiday

We're excited to hear from candidates with a passion for our company and the industry and a desire to succeed. [Apply now](#) and we'll be in touch.

### Key Responsibilities

Ideally using previous accounting experience, the successful candidate will provide a vital role in supporting the Financial Reporting team. You will:

- Process accounting transactions in the core financial system (CFS)
- Complete daily banking tasks including matching BACs, credit card and cheque receipts, and preparing the supporting analysis;
- Run financial reports and business performance data and update reporting models;
- Complete balance sheet reconciliations; and
- Support the Accountant – Reporting and Finance Manager – Reporting with ad hoc reporting tasks and business queries.

## **Key Competencies**

To be successful in the role the candidate will need to:

- Be numerate
- Have good written and verbal communication skills
- Possess good IT skills and be proficient using CFS or a similar Financial Operating System with a good working knowledge of MS Office applications (Outlook, Word, and Excel) and Teams
- Have good planning and organisation skills, and be able to prioritise and deliver tasks to deadlines
- Have good interpersonal, collaboration and team working skills.

## **Qualifications and Attributes**

### Essential Qualifications and Experience

- GCSE Grade C (or equivalent) in Mathematics and English Language; and
- 2- A-Levels Grade C or above OR an NVQ Level 3 OR an ONC in Business Management

### Desirable Qualifications and Experience

- Holds or is working towards an accountancy qualification eg AAT
- Either previous experience of working in a finance function and using computerised finance packages, although training will be given OR holds a relevant or numerate degree eg Accounting and Finance

**[Click here to apply today](#)**

**Visit [northernpowergrid.com/careers](http://northernpowergrid.com/careers) to find out more about this and other career opportunities.**

**Posted: 11 January**

**Closing date for applications: 25 January**

*Applicants are considered on the basis of their suitability for the post irrespective of sex, marital status, sexual orientation, gender re-assignment, race, age or disability, in accordance with the Equality Act 2010.*