



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

Using previous accounting experience the successful candidate will:

- Processing of manual journals to General Ledger and prepare and post usage batches in Project Accounting;
- Complete daily banking tasks including matching bank reversals, checking credit card and cheque receipts, and preparing the supporting analysis;
- Set up and run monthly models and produce monthly financial reports and business performance data;
- Develop new reports and support testing for CFS, Hubble and other reports;
- Complete 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
- At least 2 years of accounting experience working in a core finance department OR a relevant or numerate degree eg Accounting and Finance

Desirable Qualifications and Experience

- Holds or is working towards an accountancy qualification eg AAT
- Experience of daily banking or detailed reconciliation work

[Click here to apply today](#)

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

Posted: 4 August 2022

Closing date for applications: 23 August 2022

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.