

CPC424 - Project Accountant

The basics

Location	Milton Keynes
Reporting to	Group Commercial Accountant
Working hours	37.5 hours
Contract Type/Duration	6 months FTC
Equal Opportunities	CPC is committed to ensuring it recognises equal opportunities
Date written	April 2021

Who are we?

Connected Places Catapult (CPC) is the UK Centre of Excellence for urban innovation and mobility with a role to catalyse the innovation market in the UK and globally. From our Urban Innovation Centre in London, we provide world-class facilities and expertise to support the development of new products and services, as well as opportunities to collaborate with others, test ideas and develop business models.

Purpose of the role

We are looking to appoint a Project Accountant to join our small Commercial Finance team on a 6 month fixed term basis. This role will primarily provide commercial, technical, and financial expertise to key internal stakeholders.

Reporting to the Group Commercial Accountant you will be responsible for working with key members of the Project Management team to help them deliver their projects to budget and forecast, and integrating with other departments within the business as necessary.

Key Responsibilities

- Work with members of the Project Management team to ensure projects are being managed to budget, and forecasts are accurate
- Provide financial insight to the project accounting process understanding the drivers in delivering grant funded, commercial, and internally funded projects
- Add value in the project, budgeting and forecasting processes, ensuring one version of the truth
- Provide advice and analysis to members of the Project Management team to help explain financial variances
- Work with other members of the Finance team to ensure accurate project schedules, cash flow forecasts and consolidated reporting as and when required

- Undertake any other additional duties or reasonable requests when asked by a member of the management team

Required skills and experience

- Qualified Accountant – (ACA/CIMA/ACCA)
- At least 2 years post qualified experience
- Good understanding of Project Accounting
- Up to date knowledge of accounting principles
- Strong Excel and systems skills
- Ability to learn new systems quickly
- Attention to detail and accuracy
- Excellent communication skills, both written and oral
- Relationship building at all levels
- Key stakeholder management
- Can-do, positive attitude
- Intelligence, listening and learning
- Proactivity, energy, enthusiasm
- Collaborative style of working
- Strong technical skills linked to business acumen
- Able to adjust approach and communication style in empathy with the audience
- Able to demonstrate courage and conviction to deliver better strategic outcomes
- A team player who can also work independently

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: CPC424