

COST CONTROLLER

GLASGOW

Why working with Saur in Scotland?

Here in Scotland, we operate the Wastewater Treatment Works in Dalmuir on behalf of Scottish Water. This facility serves more than 600,000 people over an area of around 200,000 square miles. It is a sophisticated treatment facility that ensures that wastewater is treated safely in accordance with regulations and legislation.

We work in one of the most vital industries in the world, so no matter what your role here, your job matters. We're looking for enthusiastic people who want to work in a company that takes its responsibilities seriously. We are friendly and accommodating and we work closely with our local communities so that they are confident in our ability to manage the waste water coming from our catchment area.

We're a fair and equal employer with a positive culture and a focus on opportunity and progression wherever possible. Our salaries and benefits are industry-standard, and we are proud of our reputation for dedication and progressive thinking.

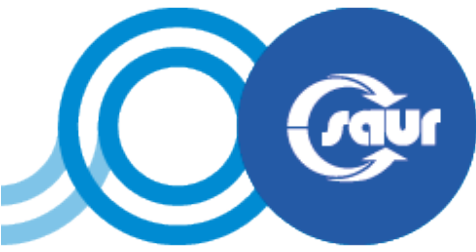
Profile:

- 2 years' experience in the position of cost controller
- Excellent in Excel, word, PP, HFM (internal SAUR), share point,
- Flexibility as the workload is fluctuating all over the period (beginning and end of months are busy period, as well as end of year).
- Excellent in English
- Good relationship with technical person, financial, managers, and customers
- Excellent capacity to analyses data's and verify it.
- Rigorous and detail-oriented
- Compliant with deadlines
- Like to challenge figures reported and person
- Be source of proposal to improve the financial reporting, control, and procedure of the company

About the role:

You will provide finance visibility and reliability to Saur service Glasgow, subsidiary of SAUR Group, who oversees the operation of the wastewater treatment plant of Dalmuir.

Reporting to the General Manager, you will be responsible for the preparation, construction and monitoring of the financial performance of the project (Circa £10m of Annual turnover). This will be achieved in collaboration with the Operations, Maintenance, and process managers. Swift coordination with Saur Glasgow's accountant will be key.



Key duties / Requirements

Administration process:

- Final control and visa of all purchase orders and contractors' contracts prior to final visa of the plant Director (control aligned with SSG procedures, budget and treasury availability)
- Responsible with the Office manager of the administrative/accounting/ financial archives on site
- Responsible to create or update accounting and administrative procedures.
- In charge of the monthly monitoring and analysis of the financial performance of the company.
- In charge of the control of the treasury and the preparation of cash flow projections.
- In charge of the control of payroll and all variable related elements
- In charge of the procedure update or implementation of new rules.
- Ensure a regular relationship with the Saur Group finance division.

Accounting and financial control:

- Control and support the accounting company in charge of all accounting entries, financial closing, and payroll
- Support and coordinate with Saur Head office the monthly, quarterly, and yearly closing process
- Ensure that all financial transactions are properly recorded, filed, and reported and check appropriate allocation to Capex or Opex accounting nature
- Ensure quality control over financial transactions
- Responsible of the financial reporting, including treasury forecast, to Saur Head office on the required timely basis (Monthly, Quarterly and Yearly) according to head office requirements with: *full explanatory analysis in case of discrepancies between Budget and actual *alert in case of budget drifts.
- Ensure that the invoicing to the client is made in due time and compliant with the contract and all its amendments
- Prepare and publish timely monthly financial statements
- Coordinate with Saur Head office and carry out any budget update, year-end forecast and up to 5 years budget plan with variation analysis
- Manage cash flow by tracking transactions and regularly reviewing internal reports
- Coordination and support with auditors and tax or finance public authority

Salary: from £25,000 to £40,000 per annum

Send your application to anais.coiffard@saur.com with your resume !