



JOB TITLE: Finance Analyst

LOCATION: Brandon, Suffolk

REPORTS TO: Financial Director

RESPONSIBLE FOR: Financial accounting, planning, and analysis. Allowing the Company to make well-informed operational and commercial decisions

INTERACTS WITH: O.C.O Senior Leadership Team, Operations, Commercial, Finance (including outsourced bookkeeper) and IT

HOURS OF WORK: 37.5 hours per week from 9am to 5pm, Monday to Friday with a ½ hour unpaid break

DATE OF ISSUE: March 2021

Company Background

O.C.O Technology is a show case company for sustainability and the circular economy and is one of the top ten companies in the world for carbon capture from an industrialised process. O.C.O now recycles around 26% of the UK energy-from-waste sector’s Air Pollution Control residues (APCr), which makes it the UK market leader.

The process is a genuine Carbon Capture and Utilisation (CCU) process which has further benefit in the construction industry. At the three commercial facilities in the UK, APCr is blended with binders and fillers and then pelletised to form a rounded aggregate that has many applications in construction. This product has captured more carbon dioxide than is emitted in its manufacture, resulting in the World’s first carbon negative aggregate!

JOB PURPOSE

This is a hands-on accounting role in a unique and fast-paced manufacturing environment.

Within Finance you will work closely with the Finance Director and bookkeeper. You will also be a key support to other members of a cross functional Senior Leadership team. This incorporates Operations (3 sites), Commercial (2 revenue streams), Technical, Engineering, HR, and IT.

At the heart of the role will be the ability to determine the best use of resources to achieve business objectives. You will be expected to prepare regular reports using financial data, and work collaboratively across the entire Business to analyse financial and business performance.

You will also support the business to implement efficient and diligent financial practices. You will be heavily involved in the day to day running of the company accounts, with the responsibility of making observations of the financial state of the organisation.

You will be the number two to the Finance Director which provides scope for development within the Business.

KEY DUTIES

- Examine and analyse current and past financial information - both revenue and costs. Identify trends.
- Present findings (written and verbal) to key stakeholders.



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

Norfolk House, High Street, Brandon, Suffolk IP27 0AX
+44 (0)1842 812 229 - info@oco.co.uk - oco.co.uk

O.C.O Technology Ltd. Registered in England. Company No: 07247345
Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU

- Support business profitability and growth through findings and have the courage to voice recommendations.
- Consult with the management team to develop long-term commercial plans
- Support MD and FD in exploring different investment opportunities
- Help prepare month end and year end reports and accounts
- Cash flow management
- Familiarise yourself with current accounting systems and make suggestions for enhancements where needed.
- Ensure the business follows required accounting legislation
- Liaise with external auditors
- Support delivery of annual Budget & short-term forecasts
- Support Finance Director with preparation of all relevant financial reports
- Support delivery of balance sheet reconciliations

ESSENTIAL SKILLS / EXPERIENCE

- First-rate analytical skills, with the ability to present findings to people across departments
- Excellent time management skills, with the ability to multi-task and prioritise
- Good communication skills
- Completer finisher
- Part qualified accountant, with aspirations to complete one of CIMA/ACA/ACCA.
- Full driving license

DESIRABLE SKILLS / EXPERIENCE

- Working within a multi-site manufacturing environment
- Commercially astute and a dynamic, strategic thinker

Closing date for applications – 12th April 2021