

**JOB DESCRIPTION**

<b>DEPARTMENT:</b>	Finance
<b>LOCATION:</b>	Trinidad
<b>JOB TITLE:</b>	Finance Operations Officer
<b>DIRECT REPORT:</b>	Team Lead - Finance Operations
<b>INDIRECT REPORTING:</b>	Manager – Finance Operations

**GENERAL DESCRIPTION:**

The Finance Operations Officer will be responsible for executing the financial operations and activities of the organization. This role will ensure the accuracy, integrity and timely processing of all financial transactions. He/ She must be a highly organized, detailed individual who can build and maintain internal and external relationships, effectively manage multiple tasks and prioritize conflicting demands. The individual is tasked with the responsibility of proactively contacting customers to address outstanding payments, completing and verifying the accuracy of invoices, ensuring employees are paid within payroll period, recommending enhancements to the operating systems and overseeing adherence to proper accounting procedures. This includes meticulous record-keeping to account for received payments and the services rendered by the company.

**RESPONSIBILITIES:**

**Finance Operations**

- Oversee Coordinators application of credits to invoices with remittances from customer.
- Oversee application of payments to invoices posted to customers’ accounts daily.
- Weekly updates on Finance Operations and WO/ Hitch Management progress to present to Team Lead and Manager.
- Assist in the preparation of statements for customers.
- Log all invoice queries received from customers and provide updates once resolved.
- Completion of invoices, dispatching of invoices for all customers and following up for collections.
- Monitor and analyze financial performance and recommend strategies for improvement.
- Utilize the company’s accounting system to generate required reports.

**Vendor Account Management**

- Work closely with the Accounts Payable team to ensure all vendor statements are received and paid within a timely manner to avoid any accounting issues or holds.
- Generate Monthly projection of vendor costings to present to Core Finance to ensure funds are allocated for these upcoming costs.
- Ensure vendor costs are tagged as Internal or Rebillable.
- Ensure all Internal costs are approved by Vice President – El Dorado Offshore.
- Ensure all rebillable costs are invoiced to the client or POs are received for these services from the clients prior to payment of costs.

### **Payroll and Invoicing**

- Review and confirm Work Order Lines/ Hitches logged by the Work Order Coordinator/ Operational Team.
- Assist with logging of Work Order lines when required.
- Ensure all timesheets are reviewed by Operations department before payroll is processed.
- Ensure payroll calculations are accurately completed and is reviewed by the Team Lead – Finance Operations.
- Dispatching of payroll calculations (as needed) to Contract and Proposals department for generation of summaries to invoice the client.
- Ensure all information and supporting documents are collated within Payroll. Invoiced and dispatched to the client.
- Ensure all employees are paid within 5 banking days upon end of payroll period (or as stated in KPI).

### **Account Receivable**

- Ensure application of payments to invoices posted to customers' accounts daily.
- Ensure application of credits to invoices with remittances from customers.
- Utilize the company's accounting system to generate required reports, transcribe minutes from meetings, create presentations and conduct research as needed.
- Assist in the preparation of statements for customers.
- Adhere to the company's mandatory training and daily meetings.
- Maintain an updated and organized record of all files used within the department.
- Liaise with customers for payments of outstanding balance.
- Log all invoice queries received from customers and provide once resolved.
- Ensure invoices adhere to the requirements agreed to by the customer, dispatching of invoices for all customers and following up with collections.
- Maintain key performance indicators (KPI's) assigned by Team Lead – Finance Operations and Manager – Finance Operations.
- Assist in planning and implementing department goals and makes recommendations to management to improve efficiency and effectiveness.

### **Team Management**

- Ensure 1:1 Priority List is completed and submitted to Team Lead – Finance Operations for review by 3PM every Friday.
- Monthly KPO Calibrations with Team Lead – Finance Operations.
- Create reporting templates for Finance Operations team to update for daily/weekly/monthly reports and send templates for approval by Manager – Finance Operations, before it is implemented for use.
- Ensure all escalations made by Finance Operations Team members are addressed and resolved within 1-2 days.
- Maintain a stable and healthy relationship with Finance Operations team.
- Research new technologies and methodologies in workplace learning and present this research.
- Participate in regular Check-In Meetings with Finance Operations team.
- Weekly Team Building Sessions with Finance Operations team.
- Monthly/ Quarterly Team Outings or Meet Ups.

- Participate in monthly Wellness Checks with the Finance Operations team.
- Assist with implementation of department goals and making recommendations to management to improve efficiency and effectiveness.
- Participate in ongoing training with the Finance Operations team to confidently address operational tasks and WO management.
- Ensure logging, approving/ confirming of WOLs are completed within the stipulated KPI/ timeframe that is agreed with Manager and Team Lead.
- Support with logging/ approving/ confirming WOLs when required to meet KPIs/ deadlines for operational demands.
- Any other duties that may be required.

**Other functions**

- Attend all recommended internal or external development & Training sessions
- Report, analyze and work closely with all relevant team members in EDO and FO regarding all Services Failures or Non-Conformances.
- Assist with the creation or amendments of our Standard Operating Procedures (SOPs) for the Operations Department.
- Present at EDO monthly management meetings on Operations and WOL/ Hitch Management progress for EDO Finance Operations.
- Prepare quarterly reports for EDO and RLL Board meeting.
- Prepare Monthly report for KPO Calibrations with Team Lead – Finance Operations.
- Assist in planning and implementing department goals and makes recommendations to management to improve efficiency and effectiveness.
- Any other duties that may be required.

**EDUCATION AND EXPERINCE**

- BSc in Finance or related field.
- Accounts Receivable experience/qualification will be an asset.
- Customer service experience will be an asset.
- At least three (3) years' experience in a similar field.

**PERSON SPECIFICATION:**

- Outstanding knowledge of MS Office
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a result driven approach.
- Proven sense of professional discretion, integrity, and ability to manage situations diplomatically and to effective resolution.
- Proven ability to plan long-term, organize priorities and work under pressure with detail orientation and professional grace.

**HSSEQ RESPONSIBILITIES:**



- Accountability in all aspects of health and safety relevant to his/her operation through demonstration and leadership.
- The delivery of adequate health and safety instruction/induction to each and every new employee.
- Ensuring that all employees understand that the violation of established safe work practices is the violation of company rules.
- The promotion of proper use and care of protective equipment on each job.
- The prompt reporting of all injuries within (1) hour to the HSSEQ Team Leader or designated Site HSSEQ Coordinator/Representative.
- The conducting of routine health and safety inspections of his/her area for unsafe conditions, also ensuring the proper use and maintenance of protective equipment.
- The initiation and forwarding of all necessary incident reports to the HSSEQ Team Leader or designated Site HSSEQ Coordinator/Representative such as: Incident Reports, Near Miss Reports, Unsafe Conditions etc.
- Administer and report to Management on the status of workers compensation claims and property damage insurance claims- specific to Accounts Team Leader

Reviewed and Approved by:

NAME (BLOCK LETTERS)	SIGNATURE	DATE SIGNED