

JOB DESCRIPTION



JOB DETAILS

Job Title	Commercial & Finance Administrator	Location	London
Reporting Line	Manager CDA Projects (to end Q1/2019) Executive Director (from start Q2/2019)	Date	1 January 2019
Directorate	CDA	Version	1.2

Organisational Vision and Mission

CDA's mission is to work with industry and regulators to identify and deliver efficiencies, economies and added value through active cooperation in the management and sharing of data, information and knowledge relevant to the full range of E&P activities on the UKCS.

Organisational Values and Behaviours

The Company's values and behaviours centre on energetic leadership to fulfil its mission, through the widest possible cooperation between oil companies, service companies, academia and regulators in a professional and effective way. Moreover, CDA and its employees will be strong advocates for petroleum data management as a discipline and for its contribution towards delivering material business value.

Job Purpose

To successfully and effectively administer the customer (user) transactions between CDA and the NDR users, and the associated supplier transactions between CDA and CDA's Service Provider, Schlumberger, in close cooperation with the Oil & Gas UK Finance Team

Job Dimensions

Budgetary Responsibility	Nil
Responsible for Team Size	Nil
Key Stakeholders	Colleagues, OGA, Oil & Gas UK, Service Providers and NDR Users

Key Responsibilities

NDR Contract

The Commercial & Finance Administrator's key responsibilities centre on the NDR Agreement between CDA and the OGA, and comprise:

- Review, validate and process transactions created in the NDR Ordering System for loading and downloading on media
- Obtain purchase orders, and raise invoices for NDR transactions with reference to the charges agreed with the OGA from time to time
- Raise invoices against the OGA for NDR services provided by the Company in accordance with the NDR Agreement
- Work with CDA colleagues to draft OGA Change Orders and the corresponding Variation Orders with the Company's service providers
- Track and manage NDR accounts receivable
- Scrutinise all invoices submitted by suppliers for payment and work with Oil & Gas UK to administer and manage NDR payables
- Coordinate bank deposits and track bank account balances
- Complete quarterly VAT returns and other tax or statutory reporting as requested in an efficient and timely manner.

- Collaborate with CDA colleagues and CDA's service providers to resolve any system issues arising with respect to NDR financial transactions
- Collaborate with the Oil & Gas UK accounting services team
- Co-operate with the company's auditor
- Report as required on transactional and financial activity as directed
- Collaborate with CDA colleagues as directed and as necessary on NDR matters in general

Other Responsibilities

- Provide commercial, financial and administrative support for the Company's other objectives and activities as set out from time to time in the annual business plan, and as otherwise reasonably directed by the Company
- Use any spare capacity to provide general financial support to the Oil & Gas UK Finance Team as directed

Job Requirements

Experience of the following:

- Contract management and commercial transactions
- Accounts payable and receivable, and general ledger
- Intermediate knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Strong understanding of business and income tax worksheets and computations
- Demonstrable financial competence and problem-solving ability

Technical and Computer Skills

- High standard of IT/office systems skills and knowledge, particularly Microsoft Office applications. Excel at Intermediate level.
- Good working knowledge of popular accounting packages, preferably Sun Systems V6 with Query & Analysis, and Proactis P2P

General Skills and Experience

- Effective and well-developed verbal and written communication skills

Education and Experience

- A recognised qualification in book-keeping and commerce