JOBS DESCRIPTION

1. JOB IDENTIFICATION

Job Title: GL T-MOS Accountant
Business: Shared Services
Unit: Finance

Department: General Ledger - Finance

Date: 1st August 2017
Written: 

2. REPORTING RELATIONSHIPS

Directly Reports to: Senior Financial Accountant (GL & Consolidation)

Indirectly Reports to: TMOS Senior vessel accountant, TMOS vessel accountant & TMOS Assistant Controller (TMOS Houston)

Directly: N/A
3. JOB PURPOSE (summary of outputs of the job)

This position is within the Finance Department (General Ledger team), reporting to the Senior Financial Accountant. This department is responsible for the delivery of key financial information and assisting the Controlling division to achieve monthly and quarterly reporting requirements for TUK result. The Accountant will be responsible for applying accounting principles and ensuring appropriate accounting control procedures are followed.

- Full responsibility and accountability for accuracy of TMOS GL information for the vessels.
- To enhance the current role demonstrating an improved accounting service for our customers and build up a strong working relationship with them.
- To challenge and review existing procedures/processes and support the GL Team.
- To be an active team player within the finance team.

4. KEY ACTIVITIES

4.1 Monthly/Quarterly Accounts

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GL T-MOS Accountant

- Responsible for meeting month/quarter end deadlines and having an appreciation of the importance of adhering to deadlines and the impact of this to the wider finance team
- Monthly Preparation and upload of revenue and cost journals into PA and GL
- Assist with Schedule C preparation and posting for intracompany and intercompany
- Marine Projects accounting:
  - identify all costs and transfer to appropriate vessel task code
  - prepare marine project accruals
  - hold monthly meetings with budget holder to review costs versus budget
- gain an understanding of project costs and have the confidence to cost challenge.
- Cost control of superintendents OPEX annual budget
- Preparation and distribution of monthly Vessel Welfare Fund Statements and dealing with any queries related to this
- Responsible for ensuring that the vessel project accounting (PA) and general ledger (GL) modules reconcile on a monthly basis
- Variance analysis to forecast for areas of accountability and being answerable for these movements at the monthly accounts reviews
- Responsible for calculating:
  - Fuel and lubes accruals
  - Fuel and lubes stock calculations (FIFO)
  - Insurance Prepayments/Accruals
GL T-MOS Accountant

- Marine project accruals
- Superintendent OPEX accruals
- Balance Sheets
- Prepare quarter end reconciliations which are SOX compliant
- Hold quarter end balance sheet review meetings with Senior TMOS Finance
- Take balance sheet review minutes
- Follow up / action any review points

4.2 Interface with T-MOS

- Main point of contact in the GL Team for Senior Vessel Accountants and Vessel Accountants
- Attend Monthly / Quarterly Actuals Review
- Prepare and lead the monthly balance sheet reviews with the Senior Vessel Accountants and Senior TMOS Finance on areas of responsibility
- Organise Balance Sheet Reconciliations sign-off for areas of responsibility

4.3 General

- Support GL and Consolidation Manager in achieving wider Finance Department objectives including involvement in ad hoc tasks when required.

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GL T-MOS Accountant

- Assist in quarterly and annual reporting requirements as and when required
- Completion of SOX internal controls testing
- Completion of supplier credit checks

PERSON SPECIFICATION

5. QUALIFICATIONS (professional, technical, academic)

Essential:

- Accountancy Degree or equivalent

Preferred:

- Experience in an accounting role within the oil and gas industry
- Working towards or newly qualified under one of the main accountancy bodies

6. EXPERIENCE/SKILLS/KNOWLEDGE

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Essential:

- Advanced Microsoft Excel
- Good understanding of Management Accounts and Sub-ledgers

Preferred:

- Oracle Applications or ERP experience

7. TECHNICAL/GENERAL COMPETENCIES

Essential:

- Attention to detail and accuracy
- Strong Communication Skills
- Ability to plan, prioritise and meet tight deadlines

8. PERSONAL QUALITIES

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Required for position:

- Team Player
- Enthusiastic
- Pro-active and ability to use own initiative
- Good interpersonal skills
- Good time management skills / flexible
- Demonstrate a commitment towards quality and continuous improvement

Required for future development:

- Willingness to learn and embrace new ideas
- Enthusiasm for Change and Development
- Reinforce and strengthen the QHSE culture at every opportunity and promote correct QHSE behaviours through personal example.
- Taking action upon any health, safety, security and environmental matter brought to their notice, and report to their manager on any matter which they are unable to rectify.