

## **Job Title – Senior Project Accountant**

<b>Date position required:</b>	<b>ASAP</b>
<b>Reports:</b>	<b>No direct reports</b>
<b>Salary:</b>	Competitive (Permanent)
<b>Benefits:</b>	Pension, 28 days holiday (+ bank hols), salary sacrifice
<b>Site:</b>	hofer powertrain UK, 2 Titan Business Centre, Spartan Close, Warwick, CV34 6RR
<b>Applications required by:</b>	ASAP
<b>Application format:</b>	CV and covering letter

### **hofer powertrain – Part of the hofer AG (Group)**

hofer, established in the 1980's, is a privately owned, German based, automotive powertrain production design and supply company employing over 850 people within the Group. We work with many of the world's automotive OEMs, Tier 1 suppliers and automotive technology centres and have numerous powertrain components in production; including hofer designed electric motors and hybrid modules through to full dual clutch transmissions.

With numerous offices across Germany, Austria, Italy, America, China and the UK, hofer has a truly global presence allowing comprehensive support for powertrain system design and supply projects across all vehicle sectors.

- System supplier for complete automotive powertrain systems
- Full electrical and mechanical capability from clean sheet through to quality accredited production
- Specific sites setup to support a lot of the global OEMs
- Production supplier for many of the current and future advanced powertrain systems and components

As part of hofer group's global growth, and the continuing expansion of hofer powertrain UK, a vacancy has arisen for a Senior Project Accountant to join the business at the Warwick office, reporting into the Head of Finance.

#### **The key functions of the role:**

The project accountant position is accountable for monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers and payments collected.

- Super user on SAP GUI 740 accounting software
- Manage the customer billing process

- Responsible for delivering a robust/accurate/credible set of month end reports/dashboard for projects data, fully reconciled to the overall monthly accounts
- Responsible for creating and updating relevant cost databases for total programme cost (including material, tooling, facilities, labour and overheads, logistics)
- Review current processes evaluating & reporting effectiveness & identify opportunities for improvement
- Own and manage monthly and Year end Project accounting Act as the “single source of the truth” for programme finances
- Develop key standardised metrics/KPI to support the programme in understanding financial health (status vs. target) for the above and for the contribution of the programme/project to the hofer business
- Chair and manage a weekly financial review to manage financial risks and opportunities with key stakeholders (PM, Engineering, Purchasing etc)
- Collaborate closely with Purchasing and PM teams during the cost target setting and sourcing process
- Report and present financial status at programme and senior reviews (up to and including board level)
- Authorise and approve orders in line with budget
- Release funds in line with programme and corporate guidelines
- Ensure programme costs are monitored, controlled and reported in line with appropriate accounting and corporate practices
- Management of funds across hofer business units as needed

**Qualifications / Education / Experience required:**

- Qualified accountant or equivalent
- Experienced in project accounting environment
- Strong stakeholder management experience
- Excellent IT skills – proficient in the use of all Microsoft Office packages
- Experience of Microsoft access to take on additional training to become an expert user
- Ability to negotiate, influence, persuade and communicate effectively
- Excellent investigatory nature which will enable them to solve and diagnose problems
- Results oriented with a positive CAN-DO approach and focused on solutions rather than problems
- Can provide accurate and comprehensive data and maintain complex records
- Self-motivated with ability to meet deadlines and can produce reports to the required standard
- Can work with limited supervision
- Pragmatic hands on approach to problem solving
- Excellent interpersonal and organisational skills