



Finance Administrator (Edinburgh)

Company: Nova Innovation

Location: Edinburgh, UK

Summary

Nova Innovation is recruiting a Finance Administrator to join our talented and energetic team. Working at the forefront of the tidal energy industry, Nova deliver world-leading marine energy projects.

The Role

We are seeking an enthusiastic, organised, and reliable Finance Administrator. The role encompasses a diverse range of finance and admin tasks, primarily supporting the finance and procurement functions. The role requires organisation, attention to detail, reliability, and an energetic attitude. The ability to work flexibly within a dynamic team is essential.

Responsibilities

Primary responsibilities of this varies role will include:

- Creation, processing, and administration of Purchase Orders
- Delivery confirmation and update of the digital Purchase Order register
- Matching Purchase Orders to invoices
- Collation and matching of receipts to expense claims and credit card statements
- Collation and checking of timesheets
- Support during financial year end and grant audits
- Routine clerical and financial administration including managing the finance mailbox

Ongoing training will be provided within our skilled and supportive team.

Attributes

We would expect applicants to be strong in the following attributes:

- Organisation
- Reliability
- Attention to detail
- Communication
- Teamwork
- Proactive 'can-do' attitude
- IT competent esp. Excel

Experience within a finance or admin team is essential.



Background to Nova Innovation

Nova Innovation (Nova) is a world-leading tidal energy company delivering a proven technology with global potential. We design, build, and operate tidal energy turbines and have offices in Scotland, Ireland, Wales, Canada, and Belgium.

Nova has a strong track record for growth and delivery including deploying the world's first offshore tidal array in Shetland, Scotland in 2016; successfully building the world's first baseload tidal power station in partnership with Tesla in 2018; and winning our first international projects in Canada in 2020.

With a full order book, Nova is looking for a Finance Assistant to support the continued delivery of Nova's tidal technology and scale-up of the business.

Nova's success to date has been due to the team we have built. As we grow, we believe it's important to keep that 'small-company' feel of a friendly close-knit group with a passion for what we do. To be truly innovative we need enthusiasm, imagination and diversity.

Conditions, remuneration and benefits

The salary is £20-25k per annum depending on experience and we also offer a matched pension scheme. Annual holidays are 25 days per annum plus 8 public holidays. Applications on a part time basis will be considered.

Application Process

If you would like to apply, please email your CV with **a tailored covering letter** to applications@novainnovation.com explaining why you think you would be suited to this position, your reasons for applying and other pertinent information e.g. available start date, relocation/visa status.

Applications without a covering letter will not be read.

For the subject field in your email, please use: **Job application: 22012 Finance Administrator.**

We look forward to hearing from you.