



Position Description

Job Title:	Finance Manager
Office:	Pembroke Dock, Wales
Employment Type:	Full Time, Employee
Salary:	To be negotiated
Start Date:	January 2018
Line Manager:	Sam Leighton, MD

Company Overview

Founded in 2012, Bombora is an award-winning ocean energy company with origins in Perth, Western Australia. Our innovative mWave converters deliver environmentally friendly, large scale energy for national electricity grids. Bombora wave farms can be deployed in coastal locations throughout the world. Bombora strives to create renewable energy solutions with a positive impact on our environment and our community.

Profile Description

Bombora is seeking a dynamic Finance Manager, with experience of working in small innovative companies, to be based out of its recently established Pembroke Dock offices. This role will lead the finance team and will provide critical support to the engineering team as they strive to deliver the first full scale mWave device.

Main Financial Responsibilities

- Manage all accounting operations including Billing, A/R, A/P, & GL, Cost Accounting, and Revenue Recognition
- Prepare financial information to support Grant applications and claims
- Coordinate and direct the preparation of the budget and financial forecasts and report variances
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Oversee payroll processing
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Develop and document business processes and accounting policies to maintain strong internal controls and to optimise opportunities from grants
- Manage cash flow by tracking transactions and regularly reviewing internal reports
- Supervise bookkeeper
- Ensure that all financial transactions are properly recorded, filed, and reported
- Ensure compliance with government regulations and legislation for all financial matters
- Prepare and present reports to senior executives, stakeholders, and board members, as required.

Main Non-Financial Responsibilities



- Office Services – ensure that services and facilities are provided in the office environment to adequately support the activities of the business, including office leases, insurances, furniture and equipment.
- Oversight of information systems – ensure that information systems and IT infrastructure are provided to support the operations of the business using the support of third parties.
- Ensure regulatory and legislative compliance in the areas of human resources and safety;
- Maintain historical human resource records.

Qualifications & Experience

- 7+ years of overall combined accounting and finance experience
- Advanced degree in Accounting
- CA or equivalent will be highly regarded
- Thorough knowledge of accounting principles and procedures
- Excellent accounting software user and administration skills
- Experience in managing Office Services and Human Resource functions in a small company environment
- As a new start-up company, it may be necessary to reshape the role at short notice and the role therefore requires flexibility and a willingness to take on tasks to help meet the objectives of the business
- Full and Current EU Drivers Licence

Required Competencies

- Good communication skills. Good spoken and written English.
- Able to work as part of a team and organise own workload to meet deadlines.
- Ability to work proactively and under instruction/guidance.
- Good stakeholder engagement.

How to Apply

Applicants should submit an up to date CV together with a covering letter explaining why you are interested in the role and what relevant experiences you have. You should also provide names and addresses of two people that will act as your referees, one of which should be a business/professional contact. We will only approach them if you are invited to interview.

Applications should be emailed to recruiting@bomborawave.com. Please list the job title in the subject field. The closing date for applications is 26th January 2018.

Further Information

Bombora is an equal opportunities employer. We also actively support Welsh language speakers and on request we can provide any of our documentation in Welsh. Please visit our website for further information.