

# Finance Assistant

Company: Nova Innovation

Location: Edinburgh, UK

## Summary

Nova Innovation is recruiting for an experienced Finance Assistant to join our energetic team working at the forefront of the tidal energy industry.

## The role

Reporting to the Head of Finance, the successful candidate will be a capable bookkeeper with a positive attitude and excellent attention to detail.

## Responsibilities

The successful applicant will be responsible for:

- Bookkeeping, processing invoices & POs, preparing VAT return and balance sheet reconciliations
- Managing supplier invoice queries and preparing the payment run
- Preparing payroll files for external payroll provider
- Assisting in the preparation of sales invoicing and receipts, grant claims, management accounts process and other internal reporting as required
- Preparing month end journals for management accounts (including accruals / prepayments and payroll)
- Provide support for the company's business needs as required.

## Attributes

We are looking for applicants with the following attributes:

- Strong attention to detail
- Excellent Excel skills
- Good interpersonal skills.
- Good time-management skills
- Positive attitude, flexible and able to thrive in a dynamic environment.

It would be advantageous if the applicant had:

- A keen interest in the renewable energy sector
- Experience as a bookkeeper in a small but fast-growing company

## Background to Nova Innovation

Nova Innovation is a world-leading tidal energy company; transforming the power of our seas into clean, predictable electricity. We design, build and operate tidal turbines that generate electricity from the natural ebb and flow of the tide.

Our underwater turbines have zero visual impact and work in harmony with the marine environment, with no barriers or barrages.

Tidal energy is an abundant, predictable and clean source of energy. Our technology can be installed in deep water, shallow water, estuaries and large rivers; creating a global opportunity for this vast untapped market.

In 2016, we installed the world's first offshore tidal array – three turbines located in the Shetland Islands, Scotland. Our turbines have been generating clean electricity and exporting to the grid for over four years.

In 2018, we worked with Tesla to add energy storage to our tidal technology. This created the world's first grid connected tidal power station with the ability to deliver baseload (constant, steady-state) power and deliver energy on demand to meet consumer needs.

In addition to further UK opportunities, we are growing internationally, including opportunities in South America, Asia, Europe and North America. Recent substantial project wins promise a very exciting future for our company.

## Conditions, remuneration and benefits

The position is full time. However, part-time applicants will be considered.

The salary is negotiable depending on experience, with a guide range of £18,000 - £25,000 per annum. We also offer a pension scheme with an employer matching contribution up to maximum of 5% of salary.

Annual holidays are 25 days per annum plus 8 public holidays (pro rata).

If you would like to apply, please email your CV to [applications@novainnovation.com](mailto:applications@novainnovation.com), with a covering letter stating why you think you would be suited to this position. For the Subject field in your email, please use: “**Job application: 20001 Finance Assistant**”.