

Employee Name			
Job Title	Invoicing and Admin Coordinator		
Line Manager	Personnel and Logistics & Admin Team Lead		
Supervising	N/A		
Document Number	JD016	Revision Date	31/01/2022
Based	Aberdeen Office		

Job Purpose Summary

To provide comprehensive support and ensured efficient operation of Nucore Group Invoicing and admin activities. Responsible for liaising with the Operations and Finance teams to ensure timely issue and processing of all Invoices, timesheets, and expenses.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Reconcile all invoices with delivery notes and code invoices ready for approval. Additionally, keep track of all PO values to facilitate reconciliation.
- Gather all information for back-up to invoices – timesheets, expense charges, third party invoices etc.
- Ensure the timely issue of all Sales Invoices as soon as jobs complete/items ready to bill.
- Resolve internal and external invoice queries establishing good relations with clients, finance & operations.
- Obtain approval for all invoices then input and process in Sage and submit to clients as per info on PO.
- Support with Credit Control; investigating rejected invoices and resolving discrepancies/reasons for rejection and resubmit to client with full back-up.
- Regularly update Finance Team with progress of closing out age debts.
- Maintaining Invoicing Folder on local server and on Sage project folders.
- Accurate weekly inputting of timesheets and submission to payroll.
- Liaise with Operations and Offshore regarding the receipt of timesheets and expenses.
- Update the CCV hire tracker with information from invoices.
- Provide cover and support with procurement and expediting as identified/necessary.
- Assist with answering incoming calls, directing calls and taking messages.
- Provide administration support as and when required.
- Support ordering of PPE – liaising with operations for PPE requirements, contacting suppliers, purchasing and issuing of PPE.
- Provide cover and support with on-time mobilisation of personnel to client departure points UK/International.
- Assistance with Visa's and Letters of Invitation (LOI) – coordinating with clients to arrange relevant travel medicals, covid tests and vaccinations.
- Arranging Site Requirement training.

- Any other reasonable duties as requested to meet Company operational needs.

HSEQ Responsibilities

- Comply with Nucore Group's HSEQ policies and procedures and ensure working practices are safe, always protecting the environment and Company reputation.
- Intervene, where possible, to prevent unsafe acts or conditions including stopping work where necessary. Restarting when it is safe to do so.
- Report any accidents, incidents or near misses and unsafe conditions, behaviours or acts to line management, or by using the Nucore Group observation card system.
- Ensure all personnel under your direct charge are suitably trained and competent to carry out the prescribed tasks and have read and understood RAMS issued to them, prior to starting work.
- Adhere to the controls described in risk assessments, RAMS and COSHH assessments, and highlight any shortcomings in the existing controls to line management.
- Visually inspect and check tools, equipment and plant which has been issued to you before use and report any deficiencies to line management.
- Correctly use PPE which you have been issued and inform line management when it is worn or damaged.
- Complete mandatory training as identified on the Nucore Group training matrix.
- On request, actively participate in audits and inspections.
- Actively contribute and work towards towards HSEQ goals, objectives, targets and initiatives
- Comply with client site safety requirements
- Ensure all waste handled is disposed of in a suitable manner.

Experience/Education/Training			
Requirement	Essential	Desirable	How Assessed
<u>Education, Training, Qualifications:</u>			
Good standard of Education including English & Maths	✓		DC
<u>Experience:</u>			
Experience in working to tight deadlines	✓		CV/Int
2-3 Years' experience working in a similar role	✓		CV/Int
Oil & Gas Experience	✓		CV/Int
Personnel Logistics Experience (including organising travel visas)	✓		CV/Int
Experience with Sage 200 or similar Packages		✓	CV/Int
<u>Skills and Knowledge:</u>			
Computer literate in all Microsoft Packages	✓		PR

Ability to work under pressure	✓		PR
Flexible and well organised	✓		PR
Keen attention to detail	✓		PR

KEY:

CV = Application Form/CV
 JB = Job Records
 Int = Interview

Med = Medical Questionnaire
 DC = Documentary Evidence (E.g., Certificates)
 PR = Performance Review

The Person

You must be an analytical, inquisitive person, who is able to work independently and as part of a team. You will develop productive relationships both internally and externally in order to achieve goals and objectives. Have the ability to work under pressure and will thrive on working to deadlines. You will have excellent communication skills. Attention to detail is pivotal to ensure that invoices are prepared accurately and to limit errors. Must be flexible and adaptable to support with all department tasks and facilitate team workload as required.

Signed by Employee		Signed by Line Manager	
Date		Date	