



## Progressive Energy

Progressive Energy is a developer of low carbon energy projects. We exist to find, and implement, innovative solutions to deliver major carbon abatement, and make a difference to the planet.

[www.progressive-energy.com](http://www.progressive-energy.com)

The company is growing rapidly and is approaching 40 members of staff. We undertake a range of projects from innovation through to project delivery, typically in collaboration or joint ventures, and have a Company Group structure as new projects are developed and sub entities developed.

Our head office is in Stonehouse, Gloucestershire, with a second Office in the North West where our leading project, HyNet is being delivered ([www.hynet.com](http://www.hynet.com))

## Head of Finance

We are looking for a Qualified Accountant who has the skills, knowledge, experience and enthusiasm to oversee the financial activities of the business as we continue to grow.

The role is to provide overall financial stewardship of the company (reporting to the MD and Commercial Director), playing a key part of the management team, providing analysis and information for the Company Board. As a rapidly growing company, we are looking for someone who can support company development, both internally to help establish new systems and processes, as well as externally in our financial and commercial transactions with other organisations. There is also the opportunity to be actively involved in direct project commercial leadership, interfacing with project sponsors and partners.

We have a core finance and administrative team of 3 staff. Being a small company we are looking for someone who can both oversee a broad range of activities but also able to get involved in the detail. The ideal candidate would have knowledge and experience of managing all the financials for a growing business of this size, including management accounting, taxation, Share Options schemes, R&D tax credits and Group accounting. They would have an understanding of employee requirements such as Payroll, Pension and PAYE and they would be used to working with a Company Board, undertaking budgeting, forecasting and planning activities.

Given the nature of the business, the role provides an opportunity to be involved in the full range of financial activities across the company.

We will consider a broad range of qualified candidates, and the specific role can be flexed to a degree to accommodate the strengths of the right candidate. For example, this could include someone looking for a career move within a few years of qualifying, or alternatively someone considerably more senior looking to step away from a larger role in a big organization so they can experience full financial responsibility across a rapidly growing business and/or a shift in their work-life balance.

### **Responsibilities**

Within the framework above, we are looking for someone able to take responsibility for:

**Accounting:** Supervision of monthly management accounts preparation and annual Financial Accounts for all companies in the Group; ensuring appropriate accounting systems are in place and Accounting Standards are met; Presenting accounts to the Board and filing at Companies House.

**Budgeting and Cashflow:** High-level long and medium term cash flow planning, monitoring of day-to-day cash flow.



**Tax:** Oversight of taxation compliance, liaising with company accounting advisors on Company Tax submissions where appropriate, include VAT, Corporation Tax, Research and Development Tax Credits and Payroll taxation.

**Company Secretarial:** Including overseeing Share Options Scheme, Share issues and Filings at Companies House for all companies in the Group.

**Banking and Treasury:** Primary contact with our bank and authorisations and oversight of company Investments and Investment Strategy.

**Insurance:** Ensuring appropriate cost-effective insurance is in place to meet legal requirements and the companies' needs.

**Payroll and HR:** Overall responsibility on payroll and HR including liaising with Directors on resourcing, recruitment of staff and contracts of employment, oversight of pensions scheme arrangements, and oversight of companies with company HR policies.

**Project Financial Management:** Oversight of potential new projects to ensure they are financially sound and have been analysed using standard company methodology. Oversight of projects in flight, managing cashflow, billing and collection. Ensuring consistency of reporting, auditing etc and supervising information flow between project teams, project partners and the finance office.

**Department Management:** Supervision and support to the finance and administrative team, ensuring they have time and resources needed to carry out their tasks.

To apply, please send your CV and covering letter to:  
[jobs@progressive-energy.com](mailto:jobs@progressive-energy.com)