



**Job Profile and Person Specification  
Accounts Assistant  
May 2026**

**Vision**

*A global marine industry that causes no harm to people or the environment.*

**Mission**

*To lead the global marine industry in the promotion of safe and environmentally responsible transportation of crude oil, oil products, petrochemicals and gas, and to drive the same values in the management of related offshore marine operations. We do this by developing best practices in the design, construction and safe operation of tankers, barges and offshore vessels and their interfaces with terminals and considering human factors in everything we do.*

**Values**

*Respect – Treat everyone with respect and dignity, everyone brings value even if their ideas are different, work for the greater good of the industry.*

*Engage – Be inclusive, participate fully, breakdown silos. We are one team.*

*Efficient – Improve processes, increase agility, prioritise effectively.*

*Deliver – Align with the strategy, perform against KRAs and KPIs.*

**Reports to:** Financial Controller

**Department:** Finance / Accounts

## **1. Job Purpose**

### **Accounts:**

Manage and carry out accounts administration procedures in conjunction with OCIMF's Policies and Procedures. Maintain accurate and up to date financial records and produce information in accordance with prescribed timescales and regulatory and legal requirements.

### **Payroll:**

Manage and carry out all payroll activities for employed staff as trained to do so and instructed.

Embedding OCIMF values by treating everyone with respect, working collaboratively, and delivering efficient, value-added financial processes including identifying continuous improvement opportunities.



## **2. Job Description**

### **2.1 Key Working Relationships**

#### **Internal:**

Financial Controller, HR Officer, Accounts Administrator, Managing Director, Secretariat staff

#### **External:**

OCIMF members, banks, accountants, auditors, HMRC, credit card companies, pension providers, contractors, government bodies

**Note:** International liaison required.

### **2.2 Main Duties and Results Areas – Accounts & Payroll**

All duties to be carried out in accordance with prescribed timescales using SAGE Accounts, SAGE Payroll and Excel. Work should be managed autonomously with minimal supervision and prioritised to meet monthly, quarterly and annual deadlines.

#### **Expenses**

- Administer company credit cards, including applications, monitoring usage, resolving queries, and cancellations.
- Ensure appropriate supporting documentation is provided and accurately recorded in SAGE.
- Submit expense claims for authorisation.

#### **Sales Ledger**

- Maintain accurate records of payments and receipts.
- Raise sales invoices, credit notes and purchase orders.
- Process and post transactions into SAGE.
- Perform credit control and chase outstanding debt.
- Reconcile programme income with bank and system data.
- Respond to customer queries and complete required documentation.
- Allocate payments and arrange refunds as required.
- Maintain VAT records for quarterly returns.



### **Petty Cash & Foreign Currency**

- Assist with the petty cash and foreign currency when required.

### **Programme Payments Administration**

- Reconcile monthly programme income and identify discrepancies.
- Record receipts and update customer systems.
- Support credit control and customer account reconciliations.
- Provide customer support for payment queries.
- Raise invoices when required and provide cover in this respect when needed.
- Assist with the preparation of documentation required for registration and maintenance in Customer portals for uploading of invoices.

### **Inspectors' and Course Payments**

- Raise invoices and process payments where applicable.
- Support customers and programme users with queries.
- Monitor and report payment status and outstanding balances.

### **Suppliers (Purchase Ledger)**

- Maintain accurate records of purchases and payments.
- Process supplier invoices and credit notes.
- Execute supplier payments.
- Administer and support the purchase order system.

### **Bank Accounts**

- Perform monthly bank reconciliations.
- Have contact with the banks as and when requested to do so.

### **Payroll (as trained and instructed)**

- Process monthly payroll accurately and on time.
- Administer starters, leavers, statutory payments (SMP, SSP).
- Submit payroll reports (FPS/EPS) to HMRC.
- Reconcile PAYE/NIC and ensure timely payments.
- Manage pension contributions and liaise with providers.
- Handle payroll queries from staff.



- Manage benefits in kind reporting (P11D, P11D(b), PSA as required).
- Ensure compliance with HMRC and pension regulator requirements.

### **Annual Audit**

- Provide required information to auditors and accountants.
- Ensure all year-end reconciliations are completed.
- Support implementation of audit recommendations.

### **Budgets and Financial Support**

- Assist with financial monitoring and reporting.
- Provide analysis to support budgeting processes.
- Support cost control and value-for-money initiatives.

### **Data, Information and Systems**

Ensure the confidentiality, integrity, and availability of financial data in line with OCIMF policies, including GDPR, cyber security and data management requirements.

### **3. Time Horizon for Outputs**

- Manage accounts activities across monthly, quarterly, and annual cycles.
- Plan and prioritise work to meet regulatory deadlines.

### **4. Special Working Conditions**

- Occasional out-of-hours work as required.
- Occasional travel to meetings/events.

### **5. General Requirements**

- Model OCIMF values in all activities.
- Comply with policies, procedures, and regulatory requirements.
- Maintain strict confidentiality of financial information.
- Promote health & safety and equality principles.
- Undertake other duties appropriate to the role.



## **6. Person Profile**

### **Knowledge & Skills**

- Strong numeracy and literacy skills.
- Excellent organisational and prioritisation ability.
- Sound knowledge of accounting procedures and financial controls.
- Proficient in SAGE 50 Accounts, SAGE Payroll (desirable) and Microsoft Excel.
- Knowledge of online banking processes.
- Understanding of VAT, PAYE and financial compliance requirements.
- High level of accuracy and attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently and solve problems.

### **Experience & Qualifications**

- Good standard of education.
- Minimum five years' accounts experience within a finance function.
- Proven experience using SAGE Accounts.
- Experience of payroll administration and statutory reporting (desirable).
- Experience of bank reconciliations, ledgers, and financial controls.

### **Personal Qualities**

- Professional and reliable.
- Highly organised with strong attention to detail.
- Collaborative and team-focused.
- Proactive and solution-oriented.
- Trustworthy and discreet.
- Flexible with a positive, "can-do" attitude.

## **7. System Access**

- SAGE 50 Accounts
- SAGE 50 Payroll
- Finance/Accounts SharePoint
- Banking platforms (only as needed)