

Unit 2 Tamala Industrial Estate  
Whitecarins  
Aberdeen  
AB23 8UN  
TEL 01224 057 190  
sales@pts-services.co.uk  
www.pts-services.co.uk



## FINANCE & HR CONTROLLER – FULL TIME

PTS Services is a forward thinking and successful family run business based in Whitecarins, Aberdeen. We are looking to recruit an office-based Finance & HR Controller.

This is a newly created role and is the ideal opportunity for an experienced professional looking for a fresh challenge. We are encouraging applications from candidates currently occupying a Finance and HR position who feel ready for increased responsibility and career progression.

This represents an exciting opportunity to join a growing business during an exciting moment of change and development.

### Key Responsibilities:

- Ensure our financial reporting systems and control procedures are implemented across the business
- Identify opportunities for improvement and the effectiveness of the accounting system
- Prepare, review and analyse monthly accounts
- Assist our main accountants with preparation & review of the year end accounts
- Prepare cash management and credit control function
- Prepare, review and implement invoicing (currently through Xero)
- Prepare budgets and cash flow forecasts
- Ensure adherence to company financial policies and procedures
- Maintain appropriate document storage and files
- Develop and implement financial objectives in line with organisational goals.
- Manage and develop our HR system
- Answer telephones and general office duties as required

### Key attributes include:

- Open and approachable communication skills
- The ability to collaborate effectively with colleagues at all levels of the organisation



Unit 2 Tamala Industrial Estate  
Whitecairns  
Aberdeen  
AB23 8UN  
TEL 01224 057 190  
sales@pts-services.co.uk  
www.pts-services.co.uk



### **Background and Experience:**

To be successful in this role, you should have several years of experience in both Finance and HR, along with the flexibility to thrive in a fast-paced and dynamic working environment.

### **Flexibility and Benefits:**

- HOURS:
  - 09:00-16:30 Mon-Thur
  - 9:00 – 14:30 Fri
- 28 days annual leave
- Pension and Private Healthcare
- Excellent working environment
- Attractive salary is on offer, dependent on experience
- Discretionary annual bonus

### **Next Steps:**

If this is of interest, please send your CV and a covering letter to [hr@pts-services.co.uk](mailto:hr@pts-services.co.uk)

