



Appointment of a Trainee Chartered Accountant

Applicant Information Booklet

Contents

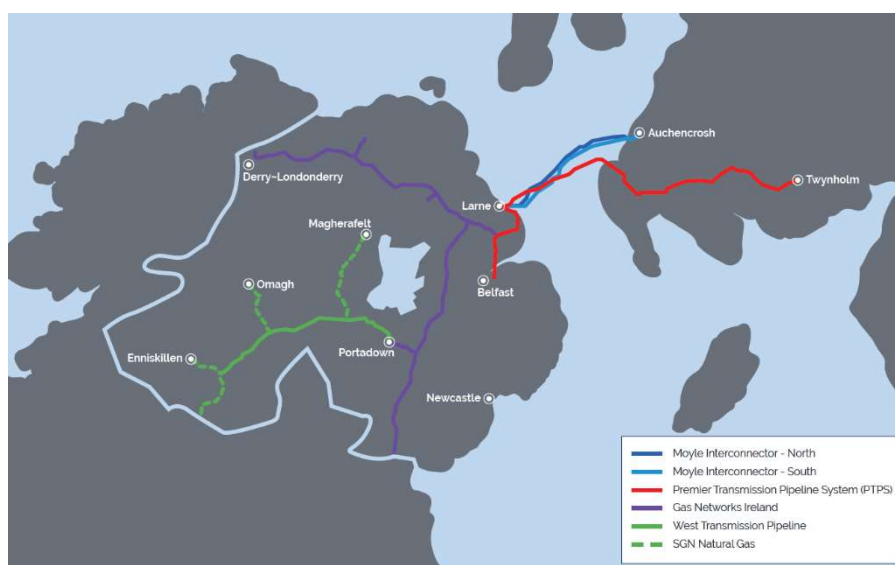
Prior to submitting your application, we recommend that applicants familiarise themselves with the contents of this information pack. The pack includes:

Section 1 – Background.....	3
Section 2 – Role Description	4
Section 3 – Person Specification	6
Section 4- The Appointment Process.....	7
Section 5 – Terms of Appointment	9

Section 1 – Background

Introduction

Mutual Energy is a ‘mutual’ company which was set up for the benefit of energy consumers in Northern Ireland. The group owns and operates the strategically important gas and electricity links between Northern Ireland (NI) and Great Britain (GB) along with a substantial portion of the Northern Ireland gas transportation network. In the year to 31 March 2022 our assets imported 16.3TWh of gas and 1.5TWh of electricity, approximately 38% of the total energy use in Northern Ireland. The extent of our network is shown in the diagram below.



We provide safe, reliable, and efficient gas and electricity transmission services directly to our customers, Gas Shippers, Electricity Traders and Electricity Systems Operators, and so indirectly to energy consumers throughout Ireland and GB.

OUR STRATEGY



1. Operate assets safely and cost effectively, outsourcing where appropriate



2. Deliver savings to current and future Northern Ireland consumers over the life of the assets



3. Collaborate with key stakeholders in the acceleration of decarbonisation



4. Manage market change and regulatory developments to minimise risk to the Northern Ireland consumer



5. Over the long term to acquire stable energy infrastructure assets at low cost to benefit the Northern Ireland consumer

Further information on Mutual Energy’s business, including its latest annual report, is available at www.mutual-energy.com.

Section 2 – Role Description

Role: Trainee Chartered Accountant

Responsible to: Head of Finance and Compliance

Working in the Finance and Compliance Team

The small team of 6 is responsible for providing a complete accounting, financial modelling and compliance resource for the 16 companies within the Mutual Energy group (total group revenue of £106.6m and assets of £724.6m at 31 March 2022). The team has a wide remit which includes: all financial statutory, regulatory and management reporting; treasury management; budgeting and cashflow forecasting; taxation; payroll and HR administration; development of and compliance with corporate governance systems including internal processes and controls; compliance with financing documents and regulatory licences.

Role purpose

This is a full-time role with 3.5 year duration within the Finance and Compliance team reporting to the Head of Finance and Compliance. This varied role will provide support to the Finance and Compliance team, with the ability to get involved in the wide range of activities undertaken by the team.

Opportunities for learning:

- As part of a small team you will naturally be able to get experience of the full range of accounting activities, with the ability to work closely with senior experienced accountants on one to one basis helping provide expert guidance and tuition.
- The Mutual Energy group is one of the few companies in Northern Ireland to have listed securities on the London Stock Exchange and you will be given the opportunity to gain practical experience in the unique reporting requirements associated with this.
- The group is governed by International Financial Reporting Standards rather than the less complex Financial Reporting Standards and you will have the opportunity to experience the different reporting requirements of these more onerous standards.
- We value flexibility within our accounting team and often allocate accountants to provide accounting support to major projects, such as large-scale IT projects or construction projects, allowing you to experience the interaction between professional project managers and the accounting reporting that underpins these leading-edge management techniques.
- Throughout the group we rely heavily on outsourcing key activities to larger firms, such as Siemens in our electricity business and SGN in our gas business. For our finance team we have a panel of major accounting and corporate finance houses to support our activity and we intend to utilise these relationships to help provide a varied training program to our accounting trainee.
- The group adopts the UK Governance Code as its overarching structure and you will see first-hand how a complex risk management structure is operated and will have the opportunity to participate in the audit and assurance that we

carry out in house and in partnership with external experts to satisfy the board as to the effectiveness of the internal control framework.

- The finance team is also responsible for the tax within the group and you will get direct experience of payroll, VAT and Corporation Tax and will be given the opportunity to be involved in all these areas throughout your training.

The Trainee Accountant will be supported to attain competency in the role and will be supported through their chartered accountancy exams under the Training in Business programme established by the Chartered Accountants in Ireland.

Section 3 – Person Specification

Essential Criteria

Qualifications / Experience

Essential

- A minimum 2:1 degree in any discipline or Accounting Technicians qualification
- Strong attention to detail and emphasis on accuracy
- Bright and ambitious candidate with excellent communication skills.
- A right to work in the UK.

Desirable Criteria

- A minimum 2:1 degree in Accounting or a finance-related discipline
- Strong computer skills (Excel & Word)

Competencies

We would expect the successful candidate to be able to demonstrate the core competencies below **and** have the ambition and capability to develop them.

Team Working

- understand the importance of the teams' goals and individual accountability to ensure team success
- work harmoniously with others
- work with a flexible approach
- treat everyone with respect and dignity
- proactively consider everyone's health safety and welfare
- support colleagues in efficiently delivering corporate objectives in accordance with policies and procedures

Communication

- build relationships with key stakeholders
- convey concepts effectively in person, through technology and in writing
- adapt for different audiences and for outcomes
- effective personal presentation

Problem Solving

- take responsibility of problems and achieve their resolution
- capable of working on your own initiative

Organising and Planning

- respond to shifting priorities, demands and timelines
- effective time management, meets deadlines and standards
- a high level of self-motivation, and capable of working under own initiative.

Flexibility

- flexibly support the varying work areas and priorities of the team as required
- ability to work effectively from both home and the office.

Section 4- The Appointment Process

How to apply

To apply for this position please submit your CV, including references. Applications should be returned to NIJOBS.COM.

Deadline

Applications close at 5pm on 25th July 2022.

Monitoring Form

Mutual Energy Limited monitors applications for employment in terms of community background, sex, disability and race. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Eligibility Sift

The first stage in the selection process will be to conduct a sift against the eligibility criteria. Applicants who have not fully demonstrated on their application how they meet each of the eligibility criteria will not be progressed to the next stage of the process.

In the event of a large number of applications, further sifting may also be undertaken on the desirable criteria to form a shortlist for interview.

Preliminary stage

Preliminary stage interviews will be arranged as soon as possible after the closing date. Those invited should make every effort to attend on the specific date and time.

Final stage interviews

Shortlisted applicants may be required to attend a final stage interview.

References

Applicants are required to provide details for two referees. Referees will not be contacted until after the interview process.

Security Clearance

The Mutual Energy assets provide an essential service for security of gas and electricity supplies. As such, the company conducts background screening of potential new employees. This process is guided by BS7858 which sets out recommendations for the security screening of individuals to be employed in an environment where the security and/or safety of people, services, personal data or property is essential.

Medical Information

If we wish to offer you employment, you will need to undergo a pre-employment medical. If you are aware of a medical condition which you think could be affected by the nature of the job, please make us aware of this.

Further information

Should you have any further queries about the recruitment and selection process, please call Roisin Clarke, Tel 02890 437580.

**MUTUAL ENERGY IS AN EQUAL OPPORTUNITIES EMPLOYER.
ALL APPLICATIONS FOR EMPLOYMENT ARE CONSIDERED STRICTLY ON
THE BASIS OF MERIT.**

Section 5 – Terms of Appointment

Duration:	3.5 years training contract.
Salary:	£23,000 (with step increments consistent with progress through exams and experience gained) plus annual bonus scheme, for which the successful applicant will be eligible.
Pension:	Eligible to join the Company's Group Personal Plan, subject to the rules and provisions of the plan.
Annual Leave:	25 days annual leave, excluding bank holidays.
Study Leave:	CAP1 – 4 weeks plus exam days CAP2 – 4 weeks plus exam days FAE – 5 weeks plus exam days
Medical Insurance:	Eligible to join the Company's Healthcare Insurance Scheme, subject to the rules and provisions of the scheme.
Electric vehicle:	Eligible to participate in the Company's electric vehicle scheme which provides fully electric vehicles via salary sacrifice arrangements.
Cycle to work:	Eligible to participate in the Company's electric vehicle scheme which provides fully electric vehicles via salary sacrifice arrangements.
Location:	Based at Mutual Energy Ltd, The Arena Building, 85 Ormeau Road, Belfast (car parking available) with a hybrid working regime available.

This document is supplied for information purposes only and does not constitute Terms and Conditions of employment.