



Our Business

px group is a fully integrated infrastructure solutions business, with over 25 years' experience. We provide innovative operations management, engineering services and energy management solutions to partners in high hazard, highly regulated industries. Our focus is improving operating performance of commercial and industrial facilities, with zero harm to people, environment asset and reputation. Join us as we continue our success! In 2019 we were one of the Sunday Times Grant Thornton Top Track 250, have won new operations and maintenance contracts and acquired a majority stake in Camm-Pro Limited, an Aberdeen based oil/gas project management specialist. We also proudly operate and maintain the St Fergus Gas Terminal.

The Opportunity

Due to the retirement of the current role holder, we're now seeking a logical thinker with a high attention to detail and a love and aptitude for numbers, spotting trends and resolving problems, to be our next Allocation Co-ordinator and member of our Commercial team.

Based at our Balmoral Office in Aberdeen, you'll work closely with other team members and a range of internal and external customers to complete and contribute to a wide range of responsibilities. These include:

- Ensuring allocation/attribution systems meet required standards of accuracy and absence of bias.
- Produce daily reports to satisfy contractual obligations.
- Produce monthly reports for billing and information purposes.
- Resolve allocation & attribution disputes, queries & challenge when there are new developments or audits.
- Contributing to the design and content of amendments to the Hydrocarbon Accounting System (HAS) allocation methodology that enables new business to enter the Frigg Transportation System.
- Be the first point of contact point dealing with external/internal HAS allocation and attribution enquiries and results.

This is a part-time role working 25 hours a week, spread over 5 hours per day. You'll be supported with personalised on the job training and coaching and regular development and performance reviews to develop, maintain and improve your contributions and competence.

To be considered and successful in the role, you'll have as a minimum the following:

Minimum Requirements:

- Highers or HNC in a science or numerate subject.
- Experience in the following:
 - Receiving, entering, reviewing, manipulating data and then completing calculations with multiple internal and external data sources via email, spreadsheet and telephone.
 - Completing tasks requiring methodical and logical approaches with a high attention to detail and accuracy.
 - Spreadsheets and word processing.
 - Hydrocarbon accounting knowledge principles.
 - Identifying trends, drawing conclusions, making recommendations from data
 - Working in a 24/7 regulated industry to procedures, systems & standards.
 - Auditing systems & processes.

In order for your application to be progressed, all candidates must meet the minimum requirements of the job role person specification.

More information: May be found in the job description & person specification for this role/position.

Closing date: 14th Feb 2020

Please note this role may close early or be extended depending on the volume of applications.