

Transformation Budget Administrator

London

We are seeking a **Transformation Budget Administrator** to join our friendly and motivated Transformation Team. This is an exciting and unique opportunity to work for an International company.

Are you a highly motivated individual looking for a new challenge? Do you have a hands on and collaborative approach? Do you thrive working as a team?

Exolum manages Europe's largest network of refined products and are ranked second in Europe in terms of storage capacity and seventh in the world. We are engaged in the transportation and storage of a wide range of bulk liquid products, especially refined products, chemicals and biofuels, in a sustainable and efficient manner, aware that *our activities help improve the quality of life and development of society*. We operate in 8 countries across Europe, the Middle East, and Central and South America, with 68 storage facilities, more than 6,000 km of pipelines and 11 million cubic meters of storage capacity. Our vision to be regarded as the number one global infrastructure company in terms of innovation, responsibility and sustainability, is supported by more than 2,300 colleagues and we need more talented and passionate people to help us on our journey.

Realise your ambitions

At Exolum we believe working for us should work for you, which is why we focus on making sure you get the most from a career with us. We have grown significantly in the past decade and plan to grow further. This growth provides colleagues with positive challenges and new opportunities to work in dynamic and sometimes international team environments. We need talented individuals to become part of our dynamic team.

Your Role

Following a significant acquisition, the main aim of this role to support the Transformation Team to manage and develop budgets. Reporting to the Transformation Lead, you will be responsible for conducting cost-benefit analysis to determine added value. Working with key stakeholders and Integration Workstreams you will manage Purchase Requisitions, Purchase Orders & invoices as well as provide information on budget performance and create reports for the management team across all sites. This transformation project will touch every part of the North West Europe region within Exolum.

About You

Literate and numerate with good GCSE English and Maths or equivalent. You will have previous practical experience of accounting and statistical software, data analysis and forecasting methods. You will have a good working knowledge of Microsoft Office packages including Excel, PowerPoint and Microsoft Project. Ideally, with the ability to create, filter, manipulate and report on data in Microsoft excel ensuring 100% accuracy of the department spreadsheets. You will be able to manage your own workload, combining the need for discretion with excellent interpersonal skills with the ability to effectively engage with stakeholders across all levels with a strong financial and commercial acumen.

Our Values + You

We believe it's not just what you achieve, it's how you achieve it. Our business has a strong corporate culture based on core values. We put these values at the centre of everything we do and expect our employees to do the same. We expect that the personal attributes of all candidates reflect our Core Values which are Safety, Leadership, Innovation and Trust.

Protecting You

We are a forward-thinking employer that promotes equal opportunities in accordance with our Code of Conduct. We take active steps to ensure that we treat all our people fairly and with respect. In return, we ask our people to behave in a similar fashion towards others. We actively promote the Code which guides our people on acceptable behaviour. We welcome diversity and appreciate diversity is good for our customers and our business.

Rewarding You

At Exolum we recognise the importance of rewarding our colleagues with a competitive remuneration package. Our total reward package extends beyond a base salary. It includes enhanced holiday, private health insurance, life insurance and a defined contribution pension plan, as well as disability insurance, eyecare benefits and employee assistance programmes. In addition, we offer good learning and development opportunities.

Job Specifics

Location: London (we support flexible working)

Hours: 36.25 hours / week (5 days)

Contract Type: Fixed Term

How to Apply

Application deadline: 28th June 2021

Interviews: Conducted via Microsoft Teams

To apply visit jobs.exolum.com

For further information please contact our HR Team @ application.uk@exolum.com

Data Protection

The information provided by you will be used by Exolum to process your application and, if successful, in connection with your future employment with us. Any information held by us relating to you will be destroyed six months after the post has been filled. If we wish to retain your information for future vacancies, we will seek your express consent to do so. All processing of data will be in compliance with data protection laws. For further information on how we handle your data read our UK privacy notice for job applicants, employees, workers and agency workers which is available on our website: [Disclosures and legal notices by country – Exolum](#)