

VACANCY

Vacancy Reference: 24/10

Job Title: Assistant Port Accountant – Grimsby & Immingham

Job Grade: Clerical

Location: Hull

Company: Associated British Ports

Reporting to: Senior Port Accountant, Grimsby & Immingham

Requirements:

- Experience of working in a finance role
- Well-developed PC skills with good working knowledge of Excel as well as computerised accounting systems
- Excellent Communication skills as well as ability to work to deadlines and work under pressure
- Confident team player with ability to work on own initiative
- Willing to study towards a professional qualification. Assistance will be provided
- Willing to be flexible and work extra hours during busy periods
- Occasional travel between Humber Ports

Main Duties:

- Assist in the production of monthly accounts for Grimsby & Immingham and analysis thereon.
- To communicate local departmental results to the Senior Port Accountant and appropriate local management, providing suitable commentary
- Production and reconciliation of Interport Advices
- Assist in the production of quarterly reporting such as Balance Sheet reconciliations, CCL/CR and utilities
- Assist in the preparation of budgets and forecasts
- Provide general support and assistance to the Senior Port Accountant as required

Applications should be submitted by: 24 March 2010

To: Helen Firman, Assistant Personnel Manager, Associated British Ports, Port House, Northern Gateway, Hull, HU9 5PQ

INTERNAL APPLICANTS

If you wish to be considered for this vacancy, please advise your manager and ask him/her to counter-sign your application form. The Internal application form can be downloaded from the ABP Intranet http://intranet.abports.co.uk/Group_Personnel/Job_Vacancies/index.htm?&mid=108 or obtainable from your Personnel Department.

EXTERNAL APPLICANTS

Only applications submitted on an ABP application form will be considered. The form can be downloaded from the Associated British Ports web site <http://www.abports.co.uk/careers/jobopps.htm> or you may request a copy from the above postal address.

RECRUITMENT/EMPLOYMENT AGENCIES Please note that we do not wish to fill this position via an agency. Please do not make unsolicited approaches with reference to the above post.