

VACANCY

Vacancy Reference: 17/10

Job Title: Finance Assistant
Job Grade: Clerical
Location: Hull
Company: Associated British Ports
Reporting to: Accounting Operations Manager, Humber

Requirements:

- Experience of working in a finance role.
- Well-developed PC skills with good working knowledge of Word/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.

Main Duties:

- Process receipts and payments to maintain accurate cashbook and bank ledgers for the Humber Region.
- Monitor the inflow and outflow of cash, preparing and monitoring the rolling five-week cash forecast and working closely with Head Office Treasury to ensure the bank accounts are kept in funds and excess funds are swept to Head Office on a timely basis.
- Safeguard and control of Petty Cash.
- Remit cheques and cash to the Bank on a daily basis, allocating receipts to the appropriate ledger.
- Balance all bank accounts on a daily basis and reconcile fully for each month end close by the end of day one. Meet month end and other reporting requirements and deadlines as required.
- Provide support to the supplies department to ensure invoice and credit note processing requirements and deadlines are met in accordance with ABP's limits of authority and protocols.
- From time to time, carry out the transfer of approved invoices to the accounts system by means of appropriate interface software.
- Provide support to other sections of the Finance function as required in order to meet processing requirements and deadlines.

Applications should be submitted by: Wednesday, 3 March 2010

To: Helen Firman, Assistant Personnel Manager, Personnel Department, Port House, 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 (Internal application form 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 www.abports.co.uk or you may request a copy from the above postal address.