

VACANCY

Vacancy Reference: 23/09

Job Title: Assistant Management Accountant
Job Grade: **Clerical (Part Time – 25 hours per week)**
Location: Southampton
Company: Associated British Ports
Reporting to: Senior Management Accountant

Requirements:

- Qualified to 'A' Level standard (minimum of 3) with a relevant AAT qualification plus a minimum of 3 years post qualification experience is essential.
- Well-developed PC skills with good working knowledge of Word/Excel as well as computerised accounting systems. A knowledge of SUN Accounts would be an advantage.
- 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:

- To maintain, monitor and report the Region's capital portfolio which exceeds £400m.
- Assist in the completion of Southampton P&L, Balance Sheets and supplementary forms, for submission to Head Office (monthly, interim, year-end, forecasts and budget).
- To work as part of the management accounts team providing efficient & accurate service to all departments assisting with forecasts and annual budgeting processes.
- Assist with completion of the annual property revaluation exercise.
- Provide general support & assistance to Senior Management Accountant as required.

Applications should be submitted by: 20th July 2009

To: Donna Wilkins, Personnel Officer, Associated British Ports, Ocean Gate, Atlantic Way,
Southampton, Hampshire, SO14 3QN

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 <http://www.abports.co.uk/vacancies.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.