



Billing and Systems Administrator

The Group

PD Ports is a leading UK ports business offering end to end supply chain solutions, employing over 1,200 people in the UK. With headquarters based in the North East of England, PD Ports owns and operates one of the UK's largest ports by volume, which is located on the river Tees, and operates at several other UK ports and logistics centres. The organisation consists of three principal business segments: Port Operations (Bulks), Port Operations (Unitised) and Conservancy/ Property.

The Role

An opportunity has arisen for a Billing and Systems Administrator to join an experienced Management Accounting Team based on Teesside.

The primary responsibilities will include:

- Play a key role in the development, testing and deployment of the billing aspects incorporated within new Operating Systems
- Ensuring core financial controls and processes are correctly applied
- Liaising with relevant operational teams to ensure completeness and accuracy of billing quantitative data
- Liaising with the relevant commercial teams to ensure completeness and accuracy of billing contracted and/or quoted rates
- Ensuring correct VAT treatment is applied to all transactions
- Assisting with audit processes and procedures
- Production of daily / weekly / monthly invoices using various systems
- Assisting the management accounts team with accruals, prepayments and reconciliations

The Candidate

The successful candidate is likely to have the following attributes, skills and experience:

- Excellent communication and organisational skills
- Can work well under pressure
- Ability to organise own workload and prioritise tasks
- Possess a questioning and analytical nature
- Ability to liaise confidently with both operational and financial colleagues
- Able to work as part of a team
- Strong general IT skills, primarily spreadsheet based
- Demonstration of system skills and development experience desirable, as would be experience of system project work
- Working towards a recognised accounting qualification is preferred but not essential

If you feel you have the necessary right skills, knowledge and attitude to join our team please apply in writing providing full CV and cover letter to:

PD Ports Ltd
Group HR Department

17-27 Queens Square
Middlesbrough TS2 1 AH

hr.admin@pdports.co.uk

Closing Date: Friday 28th June 2019