



ACCOUNTS CLERK

HOWDEN

The Role

The nature of the role will be to be able to raise purchase orders and invoices. It will include a varied range of tasks admin related such as completing sales ledger excel upload sheets. As part of the role, you will communicate with customers and uphold positive relationships to maintain business relationships, as well as assisting with customers & suppliers to resolve queries. The role will also include producing month end reports and uninvoiced sales reports which you will be required to feed into operational finance, as well as prepare reports to assist the operational finance.

Hours of work:

The hours of work will be 09:00 – 17:00, Monday to Friday.

Benefits

- 25 days holiday (plus Bank Holidays, subject to shift pattern)
- Sick pay scheme
- Cycle to work scheme
- Opportunity to access Training and Development
- Employee Assistance Programme for personal support (health, finance, etc.)
- Company pension scheme

The Candidate

The candidate must be able to demonstrate the following skills:

- Analytical Thinker
- Customer Orientated
- Persuasion and Negotiation
- Situational Awareness
- Communicate Internal and Externally
- Organising
- Initiative
- Financial Awareness
- Problem Solving
- Decision Making
- Accuracy

The Company

PD Ports is one of the UK's major port groups and one of the largest employers in the Tees Valley. Operating out of 12 key ports and logistics centres across the UK, we are committed to retaining and developing talent nationwide. With headquarters based in the North East of England, PD Ports owns and operates Teesport, one of the UK's most progressive ports, which supports over 22,000 jobs and generates £1.4bn to the economy every year.

How to Apply

If you are interested in joining the team at this exciting time, please submit a detailed C.V. outlining your relevant skills & experience along with a covering letter to:

hr.recruitment@pdports.co.uk

Closing date: 31st August 2022

