

**Finance Assistant (Maternity Cover)
London Gateway, Stanford-Le-Hope, Essex, UK**

DP World is one of the largest marine terminal operators in the World with 49 terminals across 31 countries. Our dedicated, experienced and professional team of nearly 30,000 people serve customers in some of the most dynamic economies across the World.

London Gateway

London Gateway will be the UK's first 21st Century major deep-sea container port and one of Europe's largest logistics parks offering over 9million square feet of logistics space. Situated on the north bank of the River Thames in Thurrock, Essex, the £1.5 billion development will provide the UK with a new world class infrastructure asset and a brand new gateway to global trade.

London Gateway's deep sea port will be the most fully automated and efficient in the country, adding an additional 3.5million TEU (standard twenty foot equivalent cargo units containers) to the nation's port capacity. The port will become a national trading hub for the UK and will accommodate the world's largest container ships, which have substantially increased in size over the past decade.

In addition to a major deep sea port, London Gateway will provide one of Europe's largest logistics parks, which will offer individual distribution centres in excess of one million square feet.

About the Role

This position reports to the Management Accountant and the main purpose of the role is to control and record expenditure incurred on the LG project by sub-contractors and suppliers.

The key objectives of the role will include:-

- To ensure that all commitments are properly authorised and recorded;
- To prepare (with the budget holder) the annual budgets for the various project functions;
- To control expenditure against budget i.e. the amount, authorised and projected costs for all Engineering, Implementation and Management contracts;
- To highlight any potential overspends as early as possible, and to provide support to the budget-holders in the preparation of their forecasts;
- To log and control all invoices received, and to ensure they are dealt with in the timely fashion;
- Record and monitor expenditure within the UK and Guernsey Park companies including assistance and monitoring of recharges and consolidation adjustments.

Key responsibilities will be to:

- To provide management information and control, by ensuring that potential overspends/risks are highlighted as early as possible;
- To control the draw-down of budgeted expenditure by preparing Contract Authorisation Forms and ensuring that these are correctly approved;
- To create Purchase Orders for all costs, and reconciling the amount to be spent is within the budget set. Highlight to the individual if an overspend will occur;
- Obtain approval for the cost from the relevant Line Manager;
- Upon receipt of invoices, ensure the correct financial process has been followed and the amount has been coded to the correct departmental cost centre. If an issue arises raise the query with the individual and Line Manager where necessary;
- Manage the CIS tax process for London Gateway;
- Monitoring all bank account for movements and querying any anomalies;
- Updating and reconciling Contract Control Forms in accordance with the expenditure;
- Involvement in ad hoc projects when required;



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- Assist with cost analysis when required for the project e.g. fuel procurement, tax audit with KPMG;
- Resolution of invoice queries from suppliers including credits and chase unauthorized invoices internally;
- Process petty cash and petty cash returns;
- Assist in generating monthly reporting schedules to Regional and Head office;
- Maintain LG Park consolidation records.

Experience and Qualifications

In order to give credible support to the organisation and be successful in this role, the ideal candidate will have the following experience, skills and qualifications:

- Demonstrable book keeping knowledge and skills;
- Good working knowledge of SAGE;
- Intermediate knowledge of Word packages particularly word and excel;
- Good academic grades;
- AAT or equivalent preferred;
- Experienced Finance Assistant – not necessarily part qualified.

Remuneration and Benefits

We are committed to the development of our people and aim to retain talent by investing in ongoing training to improve performance and provide career development opportunities. In addition, we offer competitive base salaries in comparison to the markets in which we operate.

The employment benefits package is reflective of the location, for this position the benefits consists of:-

- Grade 13;
- Annual Performance Related Bonus;
- Personal Pension Scheme – employer contribution 6%/employee contribution 4%;
- 25 days leave;

Application Details

For the above vacancy, please apply by sending an updated CV that includes your current role and covering letter expressing your reason for applying, to:

Victoria Tobin, HR Manager, DP World London Gateway, The Manorway, Stanford-le-Hope, Essex, SS17 9PD or by email to Victoria.tobin@dpworld.com

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For more information on London Gateway, visit www.LondonGateway.com