



# EVENTCATERERS

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## ASSISTANT MANAGEMENT ACCOUNTANT BASED AT GARFORTH, LEEDS

We have an exciting new position for an Assistant Management Accountant to join our small busy team based full time at our head office in Garforth. You will be reporting directly to the Financial Controller and the role will become a key part of the finance team. CGC Event Caterers IS an award winning market leader in the provision of catering and hospitality services and prides itself on customer focus and staff expertise. Although a certain level of prior experience will be required, full training will be given and you will be working with friendly colleagues who will provide support from all areas of the business.

### **Responsibilities & requirements**

The main purpose of the role will be to assist with the production of management accounts and analysis of key business information for the use of senior members of the team. Initially you will also be required to take on some sales ledger invoicing for some of our key venues and deal with customer payments. You will also be given the chance to become a part of a race day operation as you will be required to work some days at the world famous York Racecourse. Other duties will include reconciling cash book, maintaining a fixed asset register and Balance Sheet reconciliations.

### **The ideal candidate must display the following skills:**

- Be part or fully qualified AAT.
- Have an excellent attention to detail with the ability to work accurately under pressure.
- A good working knowledge of MS Office, including excel and outlook is essential.
- Have the ability to work under own initiative and also fit well into an existing team.
- Demonstrate ability to communicate effectively with a variety of colleagues.
- Prior experience of using sage 200 would also be an advantage.

### **In return we are able to offer:**

- Competitive salary
- The opportunity to join a successful, growing business
- Supportive environment and team ethic
- Full training in the role

### **How to apply**

If you feel you are the right candidate for this position then please submit your full CV and covering letter to Craig Brown, Financial Controller, [craig.brown@cgceventcaterers.co.uk](mailto:craig.brown@cgceventcaterers.co.uk)