



EVENTCATERERS

Accounts Assistant – York Racecourse Hospitality

We have a new opportunity for an individual with cashiering and general accounts experience to join our small busy team based full time at York Racecourse, just one of the many venues we operate from throughout the north of England. We are an award winning market leader in the provision of catering and hospitality services, priding ourselves on our customer focus and staff expertise. Full training will be given and you will be working with friendly colleagues who will provide support from all areas of the business.

ROLE REQUIREMENT

The main purpose of the role will be to accurately record and operate the cash function for none race day retail activity involving handling high volumes of coin. You will also be given the chance to become a part of the Race day operation as you will be required to work on race days. Other duties will include accounting functions such as, processing purchase invoices, sales invoices, taking customer payments, other admin duties and cover for holidays. You will also be expected to learn a bespoke computer system, which integrates the sales and accounts teams so being IT literate will be an advantage.

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING SKILLS:

- An excellent attention to detail with the ability to work accurately under pressure
- Have an enthusiastic and conscientious attitude towards work.
- 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

JOB TYPE

Full time

LOCATION

York Racecourse

KEY CONTACT – Send your CV to:

Craig Brown
Financial Controller

Craig.brown@cgceventcaterers.co.uk

0113 287 6387

CLOSING DATE FOR APPLICATIONS

Thursday 17th January 2019

