



EVENTCATERERS

Bank Reconciliation Clerk

We are now recruiting for a bank reconciliation clerk to join our Finance team in Garforth, Leeds. The successful candidate will control the accurate reconciliation of Company bank accounts, primarily ensuring information is accurate at all times and Company funds are accounted for.

KEY ACCOUNTABILITIES

- Bank statement reconciliation
- Cashbook reconciliation
- Setting up nominal ledger payments
- Liaising with other departments and building relationships with colleagues to ensure accurate records
- Meeting monthly deadlines set for completing bank reconciliation tasks
- Providing cover, when necessary, for other roles within the Finance department
- Administrative tasks; filing and producing adhoc reports

SKILLS & COMPETENCIES REQUIRED:

- At least 2 years' finance experience
- Good levels of accuracy
- The ability to problem solve
- Intermediate Excel skills
- Excellent time management and organisational skills along with the ability to work well under pressure
- Exceptional customer service skills
- Excellent written and verbal communication skills

GENERAL:

The requirements of the business are such that a degree of flexibility is necessary and working on racedays at York Racecourse will be expected

JOB TYPE

Full time, 37.5 hours a week

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, Head of Finance, craig.brown@cgceventcaterers.co.uk