



## EVENTCATERERS

### Finance Manager

We are now recruiting for a Finance Manager to join our Finance team in Garforth, Leeds. The successful candidate will take responsibility for day to day finance related activities and leading the finance team. Ensuring the finance function provides an exceptional service to our clients and customers and supporting other teams around the business. Production of timely and accurate monthly management accounts along with analytical data and other MI.

#### KEY RESPONSIBILITIES

- Management of the finance team, ensuring duties are being carried out to a high standard.
- Preparation of monthly management reports, including balance sheet, to the group reporting timeline and in accordance with group framework.
- Assisting with forecasting and budget preparation.
- Production of MI including wages, GP and spend analyses.
- Review of the effective production and control of JV financials.
- Producing monthly balance sheet reconciliations.
- Ensuring an accurate and up to date fixed asset register is maintained.
- Building and maintaining strong relationships with key members of other teams around the business.
- Monitoring and reviewing key venue client accounts to ensure information is provided accurately and on time.
- Reviewing weekly safe counts and ensuring they are complete, carrying out follow up checks as appropriate.
- Working closely with the Head Cashier to ensure adequate controls and procedures are in place.
- Reviewing monthly commission statements to venue clients.
- Continually improving and developing processes, procedures and key controls.
- Working with the Head of Finance to review and assist with new systems where necessary.
- Support with Year End Audit and preparation of documentation.
- Other Ad hoc project work and reporting as required by the Head of Finance.

#### SKILLS & COMPETENCIES REQUIRED:

- Qualified ACA, CIMA or ACCA, including relevant post qualification experience.
- Possess a level of gravitas required to effectively manage a team and liaise with the wider business.
- High levels of accuracy and ability to problem solve.
- Excellent time management and organisational skills and ability to work well under pressure.
- The ability to work proactively and reactively and manage own workload.
- Advance Excel skills and a good knowledge of other IT systems.

#### 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

#### 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](mailto:craig.brown@cgceventcaterers.co.uk)