



# Position Description

**Position Title:** Finance Manager  
**Department:** Finance  
**Location:** Garforth, Leeds  
**Reporting to:** Finance Director  
**Working hours:** 37.5  
**Date Prepared:** 23/02/2024

CGC Event Caterers is a long established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK and is also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses including the world famous York Racecourse
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- Lincolnshire Epic Centre – Lincoln
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham

## **POSITION PURPOSE**

Responsible for the day to day finance related activities of the business, including overseeing and leading the finance team. Ensure the finance function provides an exceptional service to our venue clients, customers and operating teams.

## **KEY RESPONSIBILITIES**

- Prepare monthly management reporting including balance sheet reconciliation to the group reporting timeline in accordance with group framework.
- Provide high quality MI and detailed commercial financial analysis to enable business decisions.
- Management of the finance team, ensuring duties are being carried out to a high standard.
- Identify and implement improvements in processes and systems, with the objective of improving controls and efficiencies.
- Lead the production of weekly operating forecasting and annual budget preparation.
- Build & maintain strong relationships with key members of various teams around the business.
- Monitor & review key venue client accounts to ensure info is provided accurately & timely
- Review monthly commission statements to venue clients.
- Work closely with the Revenue and inventory controller to ensure adequate controls and procedures are in place.
- Ensure an accurate and up to date fixed asset register is maintained.
- Continual improvement and development of processes, procedures and key controls.
- Collaboration with others heads of departments to ensure all business systems are being sufficiently utilised to provide relevant data for the business.
- Support with Year End Audit and preparation of documentation and statutory accounts.
- Other Ad hoc project work and reporting as required.
- Review of weekly supplier payment runs and fortnightly payroll prior to submission
- Ensure debt control is carried out regularly and effectively
- Attend weekly update meetings with the Finance Director



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## **PERSON SPECIFICATION**

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

## **BENEFITS**

- 25 days' holiday
- Life assurance
- Pension
- Healthshield- Health cash plan
- Free on-site parking
- Colleague Assistance Programme

## **GENERAL INFORMATION**

The requirements of the business are such that a high degree of flexibility is necessary and therefore some evening and weekend work will be required. Additionally, there will be occasions where the incumbent will be required to work on group wide programmes and also at other venues operated by CGC.

To apply, please complete the [CGC Application Form](#) as soon as possible, noting the closing date is the 8<sup>th</sup> March. Good Luck!