



## Position Description

**Position Title:** Accounts Payable Assistant  
**Department:** Finance  
**Location:** Head Office, Garforth  
**Reporting to:** Assistant Management Accountant  
**Working hours:** 12 Months Fixed Term- 37.5 hours  
**Date Prepared:** 04/03/2024

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**

To assist with the effective operation of the accounts payable ledger, primarily ensuring information is accurate at all times and suppliers receive payments in a timely manner.

### **KEY RESPONSIBILITIES**

- Input all supplier invoices onto D365 accurately to the correct general ledger codes.
- Ensure sufficient authorisation is obtained to allow payment.
- Obtain supplier statements for use with account reconciliation and payment authorisation.
- Liaise with other Departments and build relationships with relevant suppliers to ensure accurate records.
- Collaboration with FD to avoid overdue payments whilst maintaining an effective cashflow position.
- Meet deadlines set for completing purchase invoice processing.
- Provide cover if necessary for other roles within Finance.
- Administrative tasks, i.e. filing and producing adhoc reports.

### **PERSON SPECIFICATION**

- Minimum of 12 months similar experience.
- Good levels of accuracy and attention to detail
- Excellent time management and organisational skills and ability to work well under pressure.
- Excellent written and verbal communication skills.
- Intermediate Excel skills.

### **BENEFITS**

- 25 days' holiday
- Life assurance
- Pension



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- Healthshield - Health cash plan
- Free on-site parking
- Colleague Referral Programme
- 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 19<sup>th</sup> April. Good Luck!