



Position Description

Position Title: Accounts Assistant
Department: Finance
Location: York Racecourse
Reporting to: Accounts Senior
Working hours: 37.5 hours
Date Prepared: 09/12/2024

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
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham

POSITION PURPOSE

To assist with the finance function for York Racecourse Hospitality, primarily performing the cash requirements of the Conference & Events (C&E) business, processing supplier invoices and creating timely and accurate invoices to clients.

KEY RESPONSIBILITIES

- Facilitate the weekly operational cash requirements for the C&E, including the making up and replenishment of floats and change bags;
- Breakdown event sales, record in cashbook and prepare cash for banking;
- Conduct weekly safe counts & cashbook reconciliation;
- Report on any discrepancies, failures to follow procedure or suspicious activity;
- Process sales invoices and credit notes within the CRM system, Events 500;
- Take card payment through the online portal on a daily basis, posting these on Events 500;
- Ensure records are consistent between the Events 500 and accounting system;
- Input all supplier invoices onto D365 and ensure sufficient authorisation is obtained to allow payment;
- Meet deadlines set by head office for monthly completion of cashbook, sales and purchase invoice processing;
- Provide cover if necessary for other roles within Finance;
- Administrative tasks, I.E. filing and producing adhoc reports.

PERSON SPECIFICATION

- Minimum 2 years' finance experience.
- Passionate about delivering exceptional customer service.
- Ability to problem solve.
- Excellent time management and organisational skills and ability to work well under pressure.
- Excellent written and verbal communication skills.
- Good level of accuracy.
- Intermediate Excel skills.



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BENEFITS

- 25 days' holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- Free on-site parking
- Free lunch
- Colleague Assistance Programme
- Colleague Referral 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 as working on Race Days will be mandatory. 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.