



# Position Description

**Position Title:** Junior Accounts Assistant  
**Department:** Finance  
**Location:** York Racecourse  
**Reporting to:** Accounts Manager  
**Working hours:** 37.5 hours  
**Date Prepared:** 13/01/2024

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 C&E business, processing supplier invoices and creating timely and accurate invoices to clients. This role is offered with AAT study support alongside guaranteed professional and personal development.

## **KEY RESPONSIBILITIES**

- Facilitate the weekly operational cash requirements for the C&E business, including the making up and replenishment of floats and change bags.
- Breakdown event sales, record in cashbook and prepare cash for banking.
- Maintain inventory of credit card machines and ensure correct usage by operational team.
- Conduct weekly safe counts & cashbook reconciliation.
- Report on any discrepancies, failures to follow procedure or suspicious activity.
- Processing sales invoices and credit notes within Events 500.
- Taking card payment through the online portal on a daily basis and posting these in Events 500.
- Ensure records are consistent between the CRM and accounting system.
- Ensure that staff timesheets are passed to head office on a weekly basis.
- Input all supplier invoices onto Sage 200 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**

- A degree in Finance or in a Finance related degree is preferred but not essential.
- 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
- Colleague Assistance Programme
- Colleague Referral Programme
- Complimentary Lunch

### **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.