



Position Description

Position Title: Assistant Management Accountant
Department: Finance
Location: Garforth, Leeds
Reporting to: Finance Manager
Working hours: 37.5 per week
Date Prepared: 6 February 2025

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

POSITION PURPOSE

The role will support the Finance Manager in the preparation of monthly management accounts and assist with ensuring appropriate control measures are adhered to.

KEY RESPONSIBILITIES

- Produce Management Info including employee costings and cost of sales analysis
- Assist the Finance manager with monthly management accounts preparation
- Develop event accounting to help determine event profitability
- Full responsibility for weekly forecast reporting and event flash reports
- Performing audits to ensure adherence to strict internal controls
- Report on any discrepancies, failures to follow procedure or unusual activity.
- Involvement in budget and forecast preparation
- Complete monthly commission statements to venue clients.
- Continual review of cost analysis to ensure efficiencies are being maximised
- Support with Year End Audit and preparation of documentation.
- Other Ad hoc project work and reporting as required

PERSON SPECIFICATION

- Minimum of 12 months finance experience.
- Part qualified AAT, potentially going onto ACCA or CIMA.
- High levels of accuracy and ability to problem solve.
- The ability to work proactively and reactively and manage own workload.
- Advanced Excel skills and a good knowledge of other IT systems.
- Excellent time management and organisational skills.
- Excellent written and verbal communication skills.

BENEFITS

- 25 days' holiday
- Life assurance



Position Description

- Pension
- Healthshield- Health cash plan
- Free on-site parking
- 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. 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.