

Finance Manager

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Company: CGC Event Caterers

Location: United Kingdom

Category: other-general

CGC Event Caterers are recruiting for a Finance Manager to join our driven Finance team, based at our Head Office, Garforth. The Finance Manager will be responsible for the day to day finance related activities of the business, including overseeing and leading the finance team. Furthermore, ensuring the finance function provides an exceptional service to our venue clients, customers and operating teams. 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

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 other 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.

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.

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Cross References and Citations:

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