

ACCOUNTS ASSISTANT

Job Title:	Accounts Assistant
Reports to:	Catering Financial Controller
The Company:	Chester Race Company LTD
Working pattern:	40 hours per week, to include all race days at Chester and some race days at Bangor-on-Dee Racecourse
Salary:	£14k-£15K per annum Pension and health care after probationary period
Employment Type:	Full Time, Immediate Start

The Opportunity

Chester Racecourse are a continuously growing organisation within the leisure and tourism sector. Whilst the core activity is horseracing, there is continual scope for the development of business opportunities within the brand through the enhancement of the organisations commercial strategy. The organisation reported a turnover in excess of £30m, and aims to continue to rapidly expand the brand portfolio. The business has shown resilience through the global recession and is well positioned to embark on a period of sustained growth and expansion. The organisation is diverse in its offering with several divisions delivering a complexity of services. These include Chester Racing, Bangor Racing, Chester Bet, Bangor Bet, Holiday Inn Hotel, Horseradish Catering Division, and Restaurant Division.

Job Summary

Reporting to the Catering Financial Controller, this role is ideal for someone who is interested in gaining hands on experience to support them in an Accounting career, whilst studying towards a professional qualification. In return you can expect to join a progressive business who can offer further relevant study support for the right candidate. An excellent career path is available for individuals who desire a future within accountancy.

The ideal candidate for this role will possess the following skills and experience:

- GCSE Grade A*B in Maths and English.
- Strong IT skills, including experience using Microsoft Office.
- Extremely thorough and conscientious with excellent attention to detail.
- Comfortable working to deadlines and targets.
- Hardworking and open to taking direction.
- Enthusiastic and eager to learn.
- Well organised.
- Excellent verbal and written communication skills; able to articulate yourself clearly.
- Experience with using Microsoft Office.
- Experience with using Sage 200 preferred but not essential.

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Principle Duties & Responsibilities

- Maintain and provide analysis on general ledger accounts.
- Assist with all aspects of the finance function including posting journals, accruals, prepayments etc.
- Assist with bank reconciliations if required.
- Process and record the weekly banking within the cash office from the various onsite divisions.
- Weekly safe control and cash book & income posting.
- Assist with balance sheet reconciliations.
- Maintain and reconcile on a weekly basis our Procure Wizard PO & Invoicing system.
- All Food & Liquor stock transfers on a weekly /monthly basis.
- Assist in all other ad hoc projects – to be agreed & defined with the Catering Financial Controller.
- Assist the Catering Finance Manager in the event day stock control procedures for both food and liquor.
- Assist in the distribution of the race day PDQ's and the subsequent return at the end of the event.
- Carry out race day PDQ reconciliations post event.
- General liaison with the individual head of departments in relation to costings, monthly stock control.
- Assist in the delivery of the annual AGM.

Other Information – If you are interested in this role then please apply with your current CV, covering letter and available start date by emailing jobs@chester-races.com

If you require any further information regarding this role; please contact Mark Wilcockson on: **01244 304 608**