

Accounts Assistant

Grandstand Group is an event management organisation and is currently looking for an part time Accounts Assistant predominantly for their Company Grandstand Stoneleigh Events Ltd , although the role will be required to assist when necessary their second company Grandstand Media Ltd .

The duties will be based at Stoneleigh Park, Warwickshire

Grandstand Stoneleigh Events are an exhibition, conference and special event venue at NAEC Stoneleigh with Catering and an on-site Hotel. The Company also has a Technical Events team that organise leading agricultural B2B events.

Grandstand Media is an equestrian events organiser that run the equestrian flagship event Horse of the Year show.

We are looking for an experienced Accounts Assistant, who will be responsible for maintaining the Sales Ledger and Bank Account. They will be an integral member of a small accounts team reporting to the Senior Finance Manager.

Roles and Tasks

- Creation of Manual Sales Invoices/Credit Notes
- Posting all Sales Ledger cash receipts and allocation.
- Ensuring statements to customers have been generated
- Credit control and escalating issues were necessary
- Chase all overdue debts and handle any customer queries through to resolution.
- Bank Reconciliation
- Posting all Nominal Ledger and Purchase Ledger Cash and allocation
- Preparation of Cash for Banking
- Liaising with outside contractors
- Ad hoc duties as required by the Finance Managers

Person Specification

- Experience working in a financial role, numerate with an eye for detail
- Working knowledge of Exchequer useful but not essential
- Proficient in Word/Excel
- Good telephone and communication skills essential
- Ability to use initiative and manage priorities

KEY DETAILS

- Job type : Permanent
- Hours : 21 hours per week over 3 / 4 days (some flexibility in hours per day)
- Salary: £18,000 - £20,000 per annum pro rata
- Holiday: 20 days holidays per annum pro rata

CV Application should be sent to accounts@stoneleighevents.com