



GOODWOOD

The Role

The **Finance Assistant** will be part of Central Finance and report to the Group Finance Manager.

About us

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood's success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world's leading luxury experience.**”

Our Values

The Real Thing

We employ meticulous attention to detail to create experiences, as they should be. We are honest and open.

Daring Do

We don't mind breaking the rules to create the best possible experiences. We will take tough decisions

Obsession for Perfection

It's a team thing – everybody mucks in to make things happen. We're madly passionate about what we do

Sheer Love of Life

We want to make everyone feel special by loving what we do.

Purpose of the role

Working within the Central Finance team, you will be responsible for maintaining all aspects of the Road Racing and Racecourse Sales Ledger and cash books. This will also include responsibility for the Integration of our Ticket Sales and cash data through to our Finance system, reconciling control accounts and pro-actively providing assistance to the Racecourse and Road Racing departments.

Key responsibilities

SALES LEDGER & CASHIERING

- Reconciliation of bank accounts on a daily basis.
- Checking receipt of cash and cheques received from the group’s business areas.
- Inputting payments and integrating data into the ledgers.
- Processing, entering and filing of the Sales Ledger
- Resolving queries and liaising with relevant departments and customers.
- Contribute to process improvement initiatives.
- Ordering floats and foreign currency.
- Ad-hoc Duties

REPORTING

- Reconcile the Sales Ledger Control Accounts, AMEX and Bank RECS.
- Reconcile Intercompany Accounts
- Provide accurate debtor figures for reporting to the Group
- Provide bi-weekly “Top 20” debtors reports for the Group
- Keeping a close eye on Debtors and chasing overdue one’s

Qualities you will possess

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| <ul style="list-style-type: none"> • Passion for what you do • Positive and friendly with a “can do attitude” • Attention to detail • Ability to prioritise and organise • Proactive • Take responsibility for yourself • Confident to make decisions and to stand by them | <ul style="list-style-type: none"> • Good negotiation and influencing skills • Excellent communicator • A sense of fun! • Able to manage and work to deadlines and remain calm under pressure. • Ability to analyse information accurately. • Identifies improvements to processes and is open minded about change. |
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What do you need to be successful?

- Relevant Sales Ledger & Cashier experience
- Organisational and Time Management skills

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

BEHAVIOUR	LEVEL
Think Customer	1
Communication & Trust	1
Taking Personal Responsibility	1
Encouraging Excellence & Commercial Success	1
Working Together	1