



GOODWOOD

The Role

The **Apprentice Finance Assistant** will be part of the Central Finance team and will report to the Group Head of Finance.

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.

Derring 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

The Apprentice Finance Assistant role will be a varied one; providing support to the busy Central Finance team. The role will provide a great opportunity to learn aspects of both Sales and Purchase ledger.

Key responsibilities

- Process and file purchase ledger invoices, ensuring correct authorisation from budget holders
- Collate and process supplier and employee expense payment runs, ensuring payment details are accurate
- Reconcile supplier statements and request copy invoices where necessary, resolving queries and liaising with suppliers and internal departments in a timely manner
- Assist in the reconciliation of control accounts
- Checking and banking cash and cheques received from the group's business areas, matching them to cash sheets to ensure accuracy
- Resolving queries and liaising with relevant departments and customers
- Reconciling petty cash
- Assisting cashiers with other banking when needed
- Open and distribute post when required

Qualities you will possess

- 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
- 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.

What do you need to be successful?

- Currently studying towards AAT or looking to start studying
- Good IT skills including Outlook and Excel
- Strong verbal and written communication skills
- Organisational and Time Management skills
- Experience with handling cash would be desirable

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