



# GOODWOOD

## The Role

The Finance Assistant will be part of E&H Finance Team and report to the E&H Key Billing 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

Always inspired by Goodwood's heritage

### Derring-Do

Daring to surprise and delight

### Obsession for Perfection

Striving to do things *even* better

### Sheer Love of Life

Sharing our infectious enthusiasm

## Purpose of the role

To work with the E&H Key Billing Manager to ensure seamless financial support to the operational departments of the Entertaining and Hospitality division. You'll work as part of a high-quality Finance team to ensure that departmental service delivery is maintained during holiday or periods of illness. You'll work closely with Central Finance as part of an integrated finance team, aiding delivery of all responsibilities and processes and that controls are working effectively.

## Key responsibilities

- Oversee the full bank reconciliation for the Goodwood Hotel keeping it up to date on a daily basis, investigating any discrepancies with the relevant teams across the business and flagging queries appropriately.
- Review and post the daily revenue journals across the E&H businesses including all the internal recharges working with the relevant teams to improve accuracy and information flow.
- Provide support on the operational and set up requirements on the till system used across the divisional F&B outlets including the launching of all new menus in a timely manner.

- Work with the operational outlets to complete periodic float checks and play a key role in improving the processes relating to these.
- Draw up and communicate the BACS report for the Membership departments on a weekly basis which is accurate and punctual.
- Take an active role in the monthly beverage stock taking process including preparation of all relevant reports and invoices and liaising with the operational teams to ensure a smooth stock taking procedure.
- Take ownership of the accurate record keeping required to ensure smooth operations when dealing with customer queries but also complying with all relevant legislation.
- Undertake various tasks and reconciliations required for a smooth month end process relating to the handling of cash and other financial information.
- Various administrative tasks to support the E&H Key Billing Manager.
- Work with the wider E&H Finance team and the central finance clerks to ensure a finance function that supports the operational needs of a varied and exciting business.
- Ad hoc queries and administrative support.

#### **General Financial Administration**

- Take full responsibility for the Goodwood Hotel bank reconciliation; matching receipts with invoices raised through both the operational systems and some legacy invoices.
- Have a proactive approach with a passion for problem solving in order to clear down as many entries as possible on a daily basis.
- Post daily journals coming from the Hotel's operational system (Protel) into the Group's financial system (Great Plains) including all internal recharges.
- Be a key contact for the operational and support teams for the updating of menus on the till system in use in the F&B outlets across the division including the issuing of relevant till cards.
- Complete periodic float checks across all of the Entertaining and Hospitality division's Food and Beverage outlets.
- Work with the Front Desk team on a daily basis to ensure the safe storage of all of their records in manner which complies with all GDPR and PCI compliant legislation whilst giving Goodwood all the information it needs to deliver a smooth customer experience on payment queries.
- Weekly distribution of BACS reports to relevant colleagues in the Membership teams.

#### **Monthly Financial Administration**

- Work with the operational teams and external stock taker to ensure all reports and invoices are provided in a timely and accurate manner and that the whole process is as smooth as possible.
- Clearing out of admin rooms relating to other parts of the Goodwood Group and posting charges incurred to the relevant areas of the business.
- Undertake various gift card and voucher reconciliations to ensure that the financial system agrees with 3rd party websites and various independently maintained records.
- Reconcile a number of specified balance sheet accounts to ensure the financial reports are based on information that is up to date and accurate.
- Ensure accurate and tidy record keeping through monthly shredding and file rotation.

<b>Qualities you will possess</b>
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- 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!

<b>What do you need to be successful?</b>
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- Previous hotel or till experience would be desirable but not essential
- Flexibility of both working hours and attitude to duties during peak periods, particularly during the Events.
- Competent on all MS office software, particularly Excel with a desire to learn new systems.
- An excellent eye for detail and an organised approach to administration.
- Excellent interpersonal skills, with ability to work with colleagues of different levels and backgrounds

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

<b>BEHAVIOUR</b>	<b>LEVEL</b>
Think Customer	1
Taking Personal Responsibility	1
Communication and Trust	1
Encouraging Excellence & Commercial Success	1
Working Together	1