



GROUP ACCOUNTS ASSISTANT

Location: Daytona Sandown Park, More Lane, Esher, Surrey KT10 8AN

Reporting to: Group Head of Finance

Hours: Full Time | Mon-Fri | 9am-6pm

Salary: Negotiable & Competitive

BREIF:

Daytona Sandown Park is looking to recruit a suitably qualified candidate for the Group Accounts Assistant position to work within a small team in a busy and friendly environment.

MAIN DUTIES AND RESPONSIBILITIES:

- Reconciliation of the Daily takings receipts from the booking system to the Bank statement to ensure all monies reported in the sales system are received into the bank account.
- Bank reconciliation on Sage Accounts.
- Assist in production of monthly management accounts.
- Reconciliation of nominal ledger balances.
- Petty cash.
- Liaising with venues in respect of month end reporting including stock schedule.
- Assisting payroll by providing Merchandise commission and holiday pay reports.

- To supervise the Part-time Purchase Ledger assistant in their responsibilities and provide cover in their absence.
- Create a new purchase order spreadsheet annually.
- Be aware of relevant control policies and procedures of the Company.
- To ensure that the Finance Director is provided with all requested information and paperwork in a timely and accurate fashion.

SKILLS AND ESSENTIALS:

- Previous experience within a similar role for 6-12 months and have worked with Sage Accounts or if you are looking for a career in finance.
- Good excel/word skills e.g. V-Lookups, Pivot tables, etc
- Full training will be provided for the right candidate.
- Able to work as part of a team or on own initiative.

HOW TO APPLY:

If you are interested in this position, please send your CV and covering letter to careers@daytona.co.uk quoting job reference: *AASP2023*