

**GOODWOOD**

**The Role**

The **Entertaining & Hospitality Management Accountant** will be part of the **Entertaining & Hospitality Finance team** and will report to the **Entertaining & Hospitality Financial Controller**.

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**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 Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To support the E&H Financial Controller with the completion of the core financial duties within the Entertaining and Hospitality Division, with a heavy focus on management reporting, reconciliations, forecasting and budgeting.

**Key responsibilities**

* Delivery of the Monthly management accounts for Goodwood House, Motor Circuit Catering, The Kennels and Hound Lodge to the E&H Financial Controller and each business manager in a timely manner before submission to the E&H FD and MD.
* Liaise with each business manager on a weekly basis, act as a key sounding board for them in terms of decisions they are making and give them a clear picture of the financial positions of the division and wider Group.
* Ensure all relevant Balance Sheet accounts are reconciled on a monthly basis and any anomalies communicated to the E&H FC with appropriate remedial actions suggested.
* Take a leading role in the weekly forecasting for each business, verifying the integrity of the numbers provided by the business managers and their correlation to the previous set distributed.
* Take ownership of the budgeting process for all four businesses ensuring that YoY variances are explained and understood and that submission is accurate and timely.
* Become very clear on how each business operates, where the key levers are and become a key stakeholder for each business manager providing support on key business decisions through accurate and adaptable modelling.
* Reconcile the Capital Expenditure on a monthly basis ensuring the YE Capital forecast is kept up to date accordingly.
* When relevant, take a proactive role to the monthly stock takes. Ensure that the stock position reported each month is easily justifiable and ensure any anomalies are accounted for within the P&L before the YE.
* Work closely with other members of the Division’s finance team providing cover on the compilation of their reports in their absence.

**DUTIES**

**Management Reporting**

* Assist the E&H FC with the delivery of timely and accurate management accounts for Goodwood House, Motor Circuit Catering, Kennels and Hound Lodge businesses, including balance sheet reconciliations and detailed variance analysis.
* Oversee production of a full month-end folder for all balance sheet reconciliations, that will be signed off monthly by the E&H FC and be in a suitable format in order to form the base on the Statutory Accounts requirements for the Group Financial Accountant.
* Monitor and analyse monthly operating results against budget. Effectively understand and challenge all variances and manage and communicate any performance issues.
* Assist with the weekly delivery of timely and accurate financial summary for the entire E&H Division.
* Extensive involvement in the annual budgeting and forecast process.

**Forecasting and Margin reporting**

* Be the key point of contact for all cost forecasting with a clear focus on Food and Beverage margins and payroll costs designing appropriate control mechanisms to ensure the businesses are operating to agreed cost levels.
* Provide all F&B and Payroll margins to revenue on a monthly basis alongside the management accounts communications.
* Monitor the stock processes and stock movements of the E&H Division on a suitably timed basis for each business area and identify any shortcomings with suggested improvements.

**Day to day**

* Work closely with Central Finance as part of an integrated finance team, ensuring delivery of all responsibilities and that processes and controls are working effectively.
* Proactively develop relationships with the business managers and form a detailed understanding of each business.
* Take a proactive approach to improving reports and the entire financial reporting within the E&H division but understand where compromises have to be made.
* Identify ‘smarter working’ efficiencies by fully reviewing finance systems and processes.

**General**

* Work as part of a high-quality Finance team to ensure that departmental service delivery is maintained during holiday or periods of illness.
* Flexibility of both working hours and attitude to duties during peak periods, particularly during the Events.
* Become recognised as key individual around the E&H Division and build good working relationships with people from all areas of the business.
* Develop a broad understanding of the E&H budgets and strategic plans to ensure that a subjective approach can be applied to budget production and performance reporting.
* Have a good understanding of VAT treatment especially where the application around the division becomes less clear cut.
* Work actively to assist P&L holders with revenue and margin issues, ensuring knowledge is current.
* Be competent on all MS office software, especially Excel with a keen attitude to building that knowledge.
* Ad hoc queries and Nominal Ledger analysis.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise, organise and multi-task
* Quick learner
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Strong customer service skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Qualified or studying towards a final professional accounting qualification (ACCA/CIMA)
* Advanced Microsoft Excel Skills
* Up to date knowledge of UK General Accounting Policies
* Strong previous experience in a commercial environment
* Excellent organisational and time-management skills
* Ability to manage tight workloads to deadlines
* Confident to challenge at all levels of the business where appropriate
* Ability to work autonomously and as part of a team
* Able to identify and deliver control and process improvements
* Be methodical, accurate and analytical
* Excellent communication skills including effectively communicating financial information to non-financial personnel
* Real commitment to quality
* Drive and ambition (this role takes energy)