

**GOODWOOD**

**The Role**

The **Finance Assistant** will be part of the **Finance team** and will report to the **Finance Supervisor.**

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

Working within the Central Finance team, you will be responsible for maintaining accurate sales and purchase ledger records, reconciling control accounts and pro-actively providing assistance to the relevant departments. This role is key to the smooth running of the overall finance function.

**Key responsibilities**

**Sales Ledger**

* Reconciliation of bank accounts
* Inputting payments and integration data into ledgers
* Provide accurate debtor figures for reporting to the Group
* Resolving queries and liaising with relevant departments and customers
* Reconcile monthly control accounts
* Any other Ad hoc duties

**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?**

* Relevant Sales Ledger experience essential
* Organisational and Time Management skills