

**GOODWOOD**

**The Role**

The **Group Finance Assistant** will be part of Group Finance Team and report to the Group Financial Controller. The role is to support the Group Financial controller with all family financial duties and will also work with the Central Office team and directly with the Duke of Richmond and family.

**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 Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

The role is to support the Group Financial controller with all family financial and administration duties.

**Responsibilities**

* Assist with all Family related finances, including preparation of monthly reports and loan account balances for the Duke and Duchess of Richmond and wider family, Family property reports, Regular and ad-hoc payments, recharges across the Estate and any other Family related administration.
* Assist with the information gathering, preparation and review of the family tax returns, P11D and other tax related tasks.
* Look after the Lennox trust banking and donation requirements and assist with the preparation of information for the annual accounts.
* Supporting Group Financial Controller in any other Ad Hoc tasks and projects.
* Support the Estate Finance director and Group Financial Controller on financial work for the Goodwood Trusts, Trustee meetings and family GANG meetings.

**Qualities you will possess**

* Discreet and understand importance of confidentiality
* 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!

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

* Administration experience
* Experience using an accounting systems
* Preferably Banking / Payment system experience
* Excellent organisational and time-management skills.
* Ability to manage workloads to deadlines.
* Microsoft Excel & Word
* Ability to work autonomously and as part of a team.
* Be methodical, accurate and analytical.
* Excellent communication skills
* Real commitment to quality

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

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 1 |
| Communication & Trust | 2 |
| Taking Personal Responsibility | 2 |
| Encouraging Excellence & Commercial Success | 1 |
| Working Together | 1 |