

**GOODWOOD**

**The Role**

The **Group Management Accountant** will be part of Group Finance Team and report to the Estate Finance Director. Responsible for ensuring that the whole suite of Group reports are accurate and timely and continue to evolve with the business. Direct responsibility for Retail, Consulting and Overheads departments.

**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**

To support the Estate Finance Director with the completion of the core financial duties of Group Finance, with a heavy focus on Management reporting, Budgeting, Forecasting, Cash, and Statutory reporting.

**Responsibilities**

* Assist the Estate Finance Director in managing the delivery of timely and accurate Group Management Accounts prepared in line with Group accounting policies, including P&L variance analysis, Net Debt, Group Debtors, Stock, Capital, Cash and commentary.
* Retail monthly management accounts with variance analysis and commentary, budgeting and forecasting, meeting regularly with the manager and the wider team. Oversee the assistant management accountant in producing weekly revenue reports, stock reporting, gift card contact, event forecasting and other ad hoc requirements.
* Produce Goodwood Consulting monthly management accounts with variance analysis and commentary, meeting regularly with the manager, and create accurate budgets and forecasts.
* Produce Group Overhead and Future Growth Overhead monthly management accounts with variance analysis and commentary, meeting regularly with managers, and create accurate budgets and forecasts.
* Assist the Estate Finance Director in co-ordinating, consolidating and analysing the Group budget.
* Monthly Cash Reporting and daily monitoring of Cash balances to ensure Cash is maximised within the Group.
* Assist the Estate Finance Director in designing and implementing improvements in Group controls and establishing best practices to aid the Group Financial Accountant with the production of the Statutory accounts.
* Work with the Central Finance team to review credit/debit balances on Debtor/ Creditor ledgers. Investigate and resolve as required to ensure ledgers are accurate.
* Maintain corporate credit cards and assist users with administrative issues as required.
* Maintain quarterly covenant calculation document for the Group banking facility and report outcome to Estate Finance Director and Chief Financial Officer.
* Supporting Estate Finance Director in Ad Hoc projects and identify and deliver projects that will benefit the Group – We are currently looking at implementing an electronic invoicing and expense system, you would be a key person in this project.

**Qualities you will possess**

* 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?**

* Experienced, Part qualified, studying towards a professional accounting qualification (ACCA/CIMA), Study package will be provided.
* Up to date knowledge of UK General Accounting Policies.
* Excellent organisational and time-management skills.
* Ability to manage 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.
* Good Microsoft Excel Skills - essential
* Be methodical, accurate and analytical.
* Excellent communication skills including effectively communicating financial information to non-financial personnel.
* Ideally (but not essential) have experience from Leisure and/or Event and / or Retail industry and of working with multiple Companies.
* Real commitment to quality
* Drive and ambition (this role takes energy)

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 | 2 |
| Communication & Trust | 2 |
| Taking Personal Responsibility | 2 |
| Encouraging Excellence & Commercial Success | 3 |
| Working Together | 2 |