

**GOODWOOD**

**The Role**

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

**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**

Working within the Central Finance team, you will be responsible for maintaining accurate purchase ledger records, processing a high volume of invoices, 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**

**PURCHASE LEDGER**

* Process and file purchase ledger invoices, ensuring correct authorisation from budget holders
* Provide accurate estimates of payment run totals to assist with cash flow projections
* Ensure invoices that include a prepayment element are correctly deferred into the relevant months
* Collate, process and post purchase ledger payment runs, and any additional ad-hoc payment requirements during the month
* Reconcile supplier statements, resolving queries and liaising with suppliers and internal departments
* 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 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!
* Able to manage and work to deadlines and remain calm under pressure.
* Ability to analyse information accurately.
* Identifies improvements to processes and is open minded about change.

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

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

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 | 1 |
| Taking Personal Responsibility | 1 |
| Encouraging Excellence & Commercial Success | 1 |
| Working Together | 1 |