

# Assistant Accountant

Where Manchester meets the world...

Manchester Central is an award-winning, globally renowned venue in the heart of one of the world's most vibrant cities. This iconic convention centre offers world class flexibility and state-of-the-art facilities that provide a dynamic venue for some of the world's leading conferences, exhibitions and events.

It is fundamental to our continued business growth that we have a compelling people strategy to help us realise our challenging company goals. This role will play an important part in sustaining our continued business growth.

## Assistant Accountant

**Competitive salary up to £24,000-£25,000 / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking**

Manchester Central is pleased to announce the vacancy of an Assistant Accountant. Reporting directly to the Commercial Accountant, this role is working on a full time, permanent basis.

Your duties and responsibilities will include but are not limited to:

- Reconciling and posting balances from the hospitality EPOS system into the finance system at month end
- Offsite reporting – drafting accurate and timely profit and loss accounts for offsite satellite catering contracts
- Issuing revenue invoices and checking their accuracy
- Assisting with balance sheet reconciliations and control account checks at month end
- Providing holiday cover for the Accounts Payable Clerk and Credit Control Clerk

The ideal candidate will have:

- AAT level 3 (or above) or equivalent with the company able to offer study support
- Previous experience of working within an accounts department
- Experience of working under pressure and meeting deadlines
- Logical problem-solving skills

You must:

- Have the ability to pay attention to detail and spot anomalies/errors in data
- Be IT literate with excellent Excel skills
- Have the ability to plan and prioritise
- Be a team player

**To apply for this exciting opportunity, please send a CV and covering letter including details of your current salary and two references to:**

Ref: Assistant Accountant

FAO: HR Team

Email: [careers@manchestercentral.co.uk](mailto:careers@manchestercentral.co.uk)

Closing date for applications: 20 November 2021 (5PM) We reserve the right to bring this date forward if a sufficient number of suitable applications are received

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.

# JOB DESCRIPTION

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## Assistant Accountant

<b>SALARY</b>	<b>TBC</b>
<b>HOURS</b>	<b>37.5 hours per week</b>
<b>WORKING PATTERN</b>	<b>Monday to Friday</b>
<b>LOCATION AND BUSINESS AREA</b>	<b>Manchester Central – Finance</b>
<b>AIM OF THE ROLE:</b>	<p>To raise accounts receivable invoices for all revenue streams and sites in an accurate and timely manner.</p> <p>To assist the finance department in preparation of contract catering management accounts taking data from Ungerboeck finance system and reporting at pace the P&amp;L to the owners. To assist the Commercial Accountant in other month end processes as directed.</p> <p>To produce accurate balance sheet reconciliations for the company as requested by the commercial accountant and with relevant supporting information.</p> <p>To work with the Hospitality team to get EPOS data into Ungerboeck Financials for cost of sales and stock and reconcile the 2 systems.</p> <p>To provide cover for other areas of the finance department.</p>
<b>DIRECTLY RESPONSIBLE TO:</b>	<b>Commercial Accountant</b>
<b>DIRECTLY RESPONSIBLE FOR:</b>	<b>N/A</b>

## MAIN AREAS OF RESPONSIBILITY

- **Sales Invoices:** To raise all accounts receivable invoices on Ungerboeck for all revenues streams in a timely manner once orders approved by the sales team. For hospitality invoices, to ensure the customer has complete and accurate backup of the charges. Ensure VAT on the invoices is at the correct level
- **Hospitality month end:** to post any monthly stock and cost balances from EPOS into Ungerboeck and process recurring journals for the hospitality function such as prepayment releases and overhead accruals. To reconcile stock balance in EPOS to Ungerboeck and make corrections and process improvement suggestions when appropriate
- **Offsite reporting:** to draft accurate and timely P&L accounts in agreed formats for the Runway Visitor Park and Town Hall to be reviewed by the Commercial Accountant. To ensure revenue in Ungerboeck reconciled to EPOS, direct costs allocated in Ungerboeck as per EPOS, all labour and salary allocation postings made by other Finance team members, and overhead costs accrued or prepaid as appropriate

- **Balance Sheet reconciliation assistance:** to support the Commercial Accountant in reconciling balance sheet and control accounts at month end and to assume responsibility for any accounts as directed including but not limited to deferred revenue and accrued income.
- **Holiday Cover:** To provide holiday cover for the Purchase Ledger clerk, Credit Control clerk and Payroll Clerk as and when required

### About us:

## Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

### The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

### We are a special group who have chosen to work together, and we share these characteristics:

**Expert & specialist.** We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.

**Flexible.** We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.

**Positive and energetic.** There's a great energy across the business and sense of teamwork – it feels like a family. We have fun at work and there's plenty of social activity.

**Ready to grow.** Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.

If people move on from working with us, they'll always have improved their skills and experience along the way.

**Committed.** Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central.

The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

# Person Specification

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Education and Qualifications	Essential	Desirable
Minimum AAT level 3 or equivalent	✓	
Willingness to undertake training and continuous development	✓	
Experience		
Previous experience of working within an accounts department	✓	
Experience in payroll processing		✓
Experience of working under pressure and meeting deadlines	✓	
Skills		
Ability to pay attention to detail and spot anomalies/errors in data	✓	
IT literate with excellent Excel skills	✓	
Ability to plan and prioritise	✓	
Logical problem-solving skills	✓	
Good written and verbal communication skills	✓	
Personal Attributes		
Ability to work flexibly in line with business needs		✓
Versatile	✓	
Team player	✓	