

Job description

Finance Assistant (Pay Range £25k - £27k)

About us

We have an exciting opportunity that offers plenty of scope to develop a successful career within our growing finance team, supporting the following Nottingham Venues Properties:

Set in 330 acres of University of Nottingham's landscaped parkland, **The Orchard Hotel** is a stylish, award winning, eco-friendly hotel. With 203 bedrooms, a variety of meeting rooms, restaurant, bar and terrace.

Set within 65 acres of lakeside grounds, close to Nottingham City Centre, **Jubilee Hotel and Conferences** offers an innovative setting for events, along with the comforts of a 101-bedroom modern hotel.

East Midlands Conference Centre has recently completed a £2.1m refurbishment, sited adjacent to the Orchard Hotel, providing events for up to 1000 delegates.

Our three campus locations provide an unrivalled choice of venues and facilities, with spaces ranging from modern tiered lecture theatres and teaching laboratories to meeting rooms, breakout spaces and exhibition halls. Our **Campus Venues** team work closely with the University of Nottingham, to offer meeting, event space and accommodation to a wide range of businesses, community, faith and sports groups.

For more information, please visit Nottinghamvenues.com

Main purpose of the role

As Finance Assistant, you will carry out a wide and interesting variety of accounts work. The role involves daily cash handling duties, daily audits, month end procedures such as GP monitoring & stocktake support and other ad hoc tasks as and when required. This is a broad and diverse role offering a fantastic opportunity to learn in an evolving environment, whilst supporting the purchase ledger and sales ledger team within the office. This role would be suitable for a person who is looking to start their career in Finance or someone who has previously worked in the Food & Beverage or Hospitality industry

Ideal Candidate

We are looking for someone with strong numeracy and communication skills and an effective team player. You will also have:

- Previous Finance experience or a real interest in working within the finance function
- Great attention to detail and can-do attitude
- Good time keeping skills and the ability to deal with constantly changing demands
- An interest in the hospitality industry and a determination to deliver excellent customer service
- A passion for the company and ask as a brand advocate
- Experience of Microsoft Office
- Experience using Opera and Micros would be an advantage

Benefits

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day holiday for each years' service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualifications
- Discounts available for both you and friends and family in our hotels and restaurant
- Discounted membership at the University sports facilities
- Employee recognition schemes including long service awards and monthly "Top of the tree" event
- Opportunity to earn additional payment by being a member of various employee committees
- Employee wellbeing support
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information.