

## **Finance Operations Manager**

**Salary: £40-£45k**

We have an exciting opportunity to join the growing finance team at Nottingham Venues. If you have a passion for operational excellence and a strong background in financial processes and team leadership, this role offers a chance to make a meaningful impact in a dynamic and evolving environment.

At the heart of University of Nottingham's campus sits Nottingham Venues, a collection of unique hotel, meetings and events spaces.

Set in 330 acres of the University of Nottingham's landscaped parkland, The Orchard Hotel is a stylish, award winning, eco-friendly hotel. With 202 bedrooms, a variety of meeting rooms, brasserie restaurant, bar and terrace.

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

On our Jubilee campus we have the Jubilee Hotel and Conferences, set within 65 acres of lakeside grounds, offering an innovative setting for events, with all the comforts of a modern hotel.

This along with all the University of Nottingham teaching space, Campus Venues, makes Nottingham Venues a vibrant, fun team and a great place to work if you want a fantastic career in hospitality.

For more information, please visit [Nottinghamvenues.com](http://Nottinghamvenues.com)

### **Main purpose of the role:**

As Finance Operations Manager, you will play a pivotal role in supporting the Financial Controller to ensure the smooth running of the finance function. You'll lead and optimise day-to-day financial operations, ensuring robust accounting controls, accurate reporting, and effective departmental performance. Acting as a strategic partner, you'll support financial planning, compliance, and team development across the organisation, and deputise for the Financial Controller as required.

You'll oversee daily finance activities, reporting, and compliance, while mentoring junior team members and collaborating with senior leadership. If you're passionate about operational excellence and ready to make a real impact, we'd love to hear from you.

### **The Ideal Candidate:**

We are looking for someone who would bring a strong blend of financial expertise, leadership capability, and operational insight as well as:

- Proven track record in financial operations, preferably within hospitality, leisure, or multi-site environments
- Strong understanding of financial controls, reporting, and budgeting.
- Proficiency in financial systems such as Opera, Excel, and Outlook and accounting software desirable
- Experience of leading a team

- Comfortable working cross-functionally with department heads, senior managers, and HR
- Highly organised, detail-oriented, and deadline-driven
- Strong communicator with a proactive and positive attitude
- Able to 'make things happen' and drive results in a fast-paced environment

## **Benefits**

As a talented member of our fantastic team, you will be rewarded with:

- 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
- Employee wellbeing support via our Employee Assistance programme
- Discounted rates for both yourself and family and friends in our hotels and restaurant
- Discounted membership at the University sports facilities
- Employee recognition including long service awards and monthly "Top of the tree" event
- Opportunity to earn additional payment by being a member of various employee committees
- 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.