

Accounts Assistant Manchester Central Convention Complex

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

Your Role

Competitive salary up to £27,000pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

Reporting directly to the Management Accountant, this role is working on a full time, permanent basis.

We recognise that skills, experience, and potential come in many forms, and we encourage you to apply if you see a strong alignment between your abilities and this opportunity - even if you don't check every box. We are committed to building a diverse and inclusive team and value different perspectives and backgrounds.

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

- Processing payable and receivable voucher/invoices, ensuring accuracy, correct VAT recording and compliance with financial procedures.
- Managing the accounts email inbox, handling queries and ensuring timely and professional responses.
- Processing payments, including card transactions and managing the ITS portal.
- Assisting Management Accountants with month-end reporting, producing reconciliations and investigating.
- Supporting fixed asset management, including CapEx approvals and entering additions to the finance system.

The ideal candidate will have:

- AAT or equivalent qualification
- Experience in a finance or accounting role.
- Dealt with wide ranging finance matters.
- Good interpersonal and communication skills with the ability to communicate effectively.

You must be:

- IT literate with proficiency in Microsoft Excel and general finance software
- Organised and methodical with the ability to deal with competing workloads and deadlines.
- Conscientious with excellent attention to detail

Apply

To apply for this exciting opportunity, please send a CV to:



Ref: Accounts Assistant
FAO: HR Team
Email: careers@manchestercentral.co.uk

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

Accounts Assistant

Salary:	£27,000pa
Hours:	37.5 hours per week
Working pattern:	Monday to Friday.
Location and business area:	Manchester Central Convention Complex – Finance
Aim of the role:	To support the Finance function as directed by senior members of the team to ensure the department meets deadlines and records transactions accurately
Directly responsible to:	Management Accountant
Directly responsible for:	N/A

Main areas of responsibility

- Payable Voucher/Invoice processing: To raise in the finance system and check that VAT is correctly recorded.
- To process accounts payable invoices in Ungerboeck finance system as directed by Accounts Payable Clerk.
- Accounts Inbox: To manage the accounts email inbox, dealing with queries or assigning to an appropriate team member, ensuring queries are dealt with in a timely and professional manner.

- Receivable invoices: To raise in the finance system including checking to contracts/addenda, event breakdown, addressee/recipient and correct template and make sure GL and VAT coding is appropriate.
- Taking payments: Card payments and managing ITS portal.
- Month End: To assist the Management Accountants with month-end, including running reports, producing reconciliations, investigating.
- Budgeting: To assist the Management Accountants with the budgeting process, including setting up events on the finance system and preparing template budget sheets for review.
- Fixed assets: To provide support checking CapEx approvals and entering additions to the finance system.
- System Admin/Housekeeping: To maintain analysis codes, resource code, market lists etc, under instruction from Management Accountants.
- Ad hoc: To provide ad hoc support to the Finance function as directed by senior members of the team to ensure the department meets deadlines and records transactions accurately.

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

Education	Essential	Desirable
Desirable to be qualified to AAT level or equivalent		✓
Experience		
Minimum of five years' experience in a finance role	✓	
Experience of dealing with wide ranging finance functions	✓	
Experience of working in a fast-paced business	✓	
Experience processing Accounts Payable invoices	✓	
Experience processing Accounts Receivable invoices	✓	
Experience assisting with Month-End processes		✓
Experience assisting with Budgeting processes		✓
Experience processing Fixed Asset additions		✓
Skills		
Good interpersonal and communication skills with the ability to communicate effectively	✓	
Effective organisational, administrative and time-management skills	✓	
IT literate with proficiency in Microsoft Excel and general finance software	✓	
Ability to develop working relationships across the whole business		✓
Able to problem-solve and to identify & flag problems or errors to the appropriate level	✓	
Personal Attributes		
Self-motivated with the ability to work day-to-day unsupervised	✓	
Organised and methodical. Able to deal with competing workloads and deadlines.	✓	
Conscientious with excellent attention to detail	✓	

Keen to continuously improve internal procedures and processes	✓	
Ability to work effectively as an individual and in partnership with others	✓	
Respectful of a diverse range of people	✓	
Ability and preparedness to work flexibly	✓	
Demonstrate a customer centered approach to delivery	✓	