



Junior Hospitality Management Accountant

PETWORTH PLACES:

Petworth Places is made up of several teams of dedicated people building a destination hospitality and food and beverage business. Our core businesses are located in the beautiful South Downs market town of Petworth, West Sussex, and the historic market town of West Malling in Kent.

ABOUT THE MARKET TOWN DEVELOPMENTS:

Market Town Developments is made up of several teams of dedicated people building a destination hospitality and food and beverage business. Our core businesses are located in the beautiful South Downs market town of Petworth, West Sussex, and the historic market town of West Malling in Kent. Established in 2010, the group comprises a multiple-award-winning food brand, The Hungry Guest (a double winner of UK delicatessen and farm shop of the year), E. Street Bar & Grill, and The Angel Inn (with seven upmarket guest rooms). The group also includes Augustus Brandt, a interiors and antiques business, and Newlands House Gallery, an exciting new gallery and exhibition space.

ABOUT THE ROLE:

This fantastic opportunity has arisen at Market Town developments. We are looking for an ambitious and hands on individual who is looking to further their career in Finance.

The successful candidate will be responsible for all aspects of the finance function from processing invoices and payroll to completing the month end management accounts, cash flows and budgets. This is an ideal opportunity for an ambitious part-qualified accountant who wants to experience all areas of the financial processes of a business. The Junior Hospitality Management Accountant will also work closely the operational department leaders, discussing monthly performance and setting initiatives for profit improvement and better process management. You will be part of an established team including 2 part time Accounts Assistants and Finance Director.

MAIN RESPONSIBILITIES:

Involved in all aspects of accounts preparation, including:

- Maintaining cash book and bank reconciliations, updating Sage system
- Upload customer invoices, distribute statements and monitor credit control
- Ensure all supplier invoices are approved, input and statement reconciled
- Maintain fixed asset register and depreciation
- Stock reconciliation
- Post accruals & prepayments
- Post payroll journal and reconcile all balance sheets accounts
- Post payroll journal

- Petty Cash reconciliation
- Reconciliation of intercompany balances
- Prepare monthly management accounts and KPI reports
- Discuss with budget holders' monthly management accounts and assist in the preparation of annual budgets, forecasts and performance monitoring.
- Prepare VAT returns.
- Make supplier payments through the bank.
- Prepare month end payroll data for submission to third party payroll processor.
- Establish and enforce financial control environment, ensuring full legal and statutory compliance with generally accepted accounting principles.
- Support the Finance Team, Finance Department and CEO and perform ad hoc tasks & projects as required.

EXPERIENCE AND SKILLS NEEDED:

Candidates will preferably be a part-qualified ACCA or minimum AAT Level 2 accountant or qualified by experience. You will also need to have proven experience in working within a

Finance Department in a commercial company. A good working knowledge of Excel and standard accounting systems, preferably Sage, is required. They will be enthusiastic with a positive 'can-do' attitude

WE OFFER:

- Staff discounts at all group outlets
- Holiday entitlement of 28 days per annum including Bank Holidays (for full time roles).
- Learning and development opportunities

LOCATION: Petworth, West Sussex

EMPLOYMENT: Permanent, Full time

HOURS: 40 Hours

Job Types: Full-time, Permanent

Salary: £30,000.00-£32,000.00 per year

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Petworth: reliably commute or plan to relocate before starting work (required)

Experience:

- accounting: 1 year (required)

Work authorisation:

- United Kingdom (required)

Work Location: One location

Reference ID: Junior ManagementHospitality/MTD