



Chepstow Racecourse

Position:	Finance Apprentice
Reporting to:	Financial Controller
Responsible for:	
Contract type:	Fixed Term Contract
Hours of work:	40 hours a week to include day release for College Attendance.

About the role

To assist with the day to day running of the finance function of the business whilst developing the skills needed to achieve AAT level 2 qualification. This role has the potential to progress to Level 3 AAT and beyond for the right candidate. The role is based in the Finance Department and will cover a wide range of financial and operational duties to include purchase and sales ledger processing, payroll processing, support with month end analysis and reconciliations, preparing for Racedays/events and support to deliver these events to the racecourse standard

Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required.

Summary of Responsibilities and Duties

Completion of administrative / Finance duties within the Finance department. These can include some or all of the following:

Finance administration duties, to include:

- Input Purchase orders ensuring that adequate authorisation has been provided.
- Processing purchase invoices to include set-up of new suppliers, authorising and coding.
- Creating sales invoices to include set-up of new customers and accurate coding.
- Assist with chasing outstanding payments due.
- Assist with Payroll administration, including set-up of new starters and processing timesheets.
- To meet the demands of qualification requirements and work with the training provider to ensure qualification is obtained within set timescales.
- Attend college/training provider as and when required.
- Meet deadlines of college/training provider.
- Efficient use of systems including: Exchequer finance system, Outlook, Excel and Word (training will be provided).
- To maintain a confidential (manual and electronic) filing system to ensure that accurate up to date information is available to the Finance department.
- Other general administrative duties such as copying, filing and archiving.
- To respond to basic requests for information relating to the Finance function of the business

Racedays and Events

- Ensure that all relevant documents (electronic/manual) are set up and available on the day.
- Assist with point of sale float preparation and distribution.



- Ensure that equipment is ready for use.
- Assist with cashiering during the day.
- Ensure the ticketing system is running efficiently.
- Any other adhoc duties to assist with the efficient running of the raceday/event.

Personality:

You are to demonstrate;

- Excellent communication skills
- Ability to work well under pressure
- Ability to work on your own and part of a team
- Excellent organisational skills
- A systematic and methodical approach to problems
- Loyalty
- Commitment
- Positive attitude

Qualifications:

- GCSE'S A* - C grade or equivalent

Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....