



Position:	Assistant Management Accountant – Worcester Racecourse
Contract type:	Permanent
Hours of work:	40 hours per week, based on 5 days out of 7
Responsible to:	General Manager & Financial Controller
Location:	Based at Worcester Racecourse

About the role:

The role of the Assistant Management Accountant is to work alongside the Financial Controller and General Manager, as well as the senior team at the racecourse to ensure the continued growth and secure financial health of the business.

Key responsibilities for the role will include

- Support the General Manager and Finance team in the preparation, monitoring, and control of the annual operating budget, ensuring financial targets are met and statutory regulations are adhered to.
- Provide strategic and financial guidelines to ensure the courses financial commitments are met.
- Working with the GM and commercial team to support the development of the course’s strategy, commercial plans, and ongoing financial analysis.
- Assist in creating and maintaining a strong culture of cost control across all areas of the business.
- Support the financial management and reporting of race day functions, including pre-event forecasts, post-event reporting, and variance analysis.
- Maintain visibility throughout the race day at key entry points ensuring customers are processed through turnstiles and advanced entry points quickly and with valid tickets.
- Assist with the preparation of the course’s management accounts ensuring these are presented accurately and on time with full supporting data.
- Support the monitoring of external contracts to ensure value for money and operational effectiveness.
- Manage the courses balance sheet, including capital requirements, debt, equity, additions, and disposals.
- Help maintain financial compliance, liaising with internal and external auditors as required.
- Carry out all necessary actions to ensure that the course meets its financial and legal obligations including the requirements of all statutory bodies.
- Prepare weekly and monthly financial reports, providing accurate and timely updates for management and the board.



- Build and maintain strong working relationships with internal stakeholders, peers, and external parties.

About you:

Qualifications:

- Qualified member of an accountancy body or holder of an equivalent qualification.
- Must hold a full driving license, with the ability to travel across multiple sites.

Experience:

- Part-qualified (or working towards) ACCA/CIMA or similar qualification
- Racecourse, sport or leisure background an advantage
- Commercially astute, articulate, technically strong, dynamic, insightful, influential leader and experience of leading both strategic and operational teams.
- Strong IT, analytic and modelling skills

Personality:

- Excellent communicator
- Ability to influence at all levels
- Works well under pressure
- Ability to handle high levels of pressure and critical decision making.
- Customer service focused (internal and external).
- Organised, systematic and process driven.
- Flexible approach towards working patterns and the ability to work to meet the needs of the business.
- Energetic, highly motivated and an enquiring mind with a passion for excellence and innovation in pursuit of business growth and success.

Other:

To comply with all Health and Safety procedures associated with the group 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:

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.....