



Job Description

Job Title	Finance and IT Administrator
Place of work	Yorkshire Agricultural Society (YAS) Great Yorkshire Showground, Harrogate, HG2 8NZ
Hours of work	35 per week 9 a.m. – 5 p.m. plus 1 hour lunch
Line Manager	Financial Controller

Job Purpose

To manage all the day to day accounts administration of the Yorkshire Agricultural Society (YAS) and Great Yorkshire Show (GYS), incorporating Harrogate Caravan Park (HCP) and sundry other small sets of accounts.

To provide first line IT support for the site.

Salary/benefits

Negotiable salary depending on experience

26 days holiday plus 8 days bank holidays

12% employer contribution to group personal pension scheme (3% employee contribution)

50% contribution towards Group Private Healthcare costs

Non-contributory Life Assurance scheme after 12 weeks service.

Main Duties

- To operate all aspects of the Purchase Ledger of the YAS, Sales Ledger for the GYS, and all aspects of HCP's accounts through Sage Line 50, and various other smaller sets of Accounts
- To accurately undertake Debt Collection as required
- To ensure sales invoices go out at the correct times
- To explore and question all invoices that come in and ensure that they are correct, and match against Purchase orders or arrange to be approved.
- Provide cover for the accounts team during holidays/absence.

- To assist in organising the gates at the Great Yorkshire Show, and other associated tasks
- To undertake various ad-hoc projects involving detailed analysis of aspects of the business
- To provide first line IT support for the site including software installation, Printer support, etc.
- To oversee photocopiers, franking machine and purchase stationery for the YAS
- To undertake other related finance duties and assist other members of the accounts team with their workload.
- Any other duties which may be added from time to time.

Person Specification

Experience required

- Accounts experience and/or relevant qualifications
- SAGE Line 50 experience
- Good Excel experience
- IT experience and/or relevant qualification or suitable aptitude

Skills

- Strong written and oral communication skills
- Strong logical skills and methodical approach to work.
- Excellent organisation and time management skills with the ability to prioritise, complete all tasks and meet deadlines
- Good customer and interpersonal skills and excellent telephone manner - Ability to communicate clearly and concisely to all customers is essential
- Personal skills of tact, diplomacy and discretion when dealing with confidential financial matters
- Excellent customer service skills
- Ability to work within a small team
- Numeracy and analytical skills are essential
- Ability to understand and work to company policies and work procedures.
- Good reasoning ability to utilise questioning skills to gather relevant data
- Ability to cope in a busy work environment and deal with potentially pressured situations in an effective and appropriate manner.