

First Event
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EVENT



Senior Management Accountant

Salary:

£36,000 - £42,000 plus study support

Contract Type:

Full time, permanent

Benefits:

Tax free EOT bonus, private healthcare scheme inc dental & optical cover, enhanced pension scheme, unlimited holidays, flexible working

Location:

North Leeds office, hybrid first business

Reporting to:

Finance Director

Line reports:

Management Accountant & Finance Assistant

Life at First Event

We're one of the UK's leading event companies, and have been for the last 20 years. But no matter how long we've been around, one thing that never gets old is our deep-rooted passion for creating jaw-dropping events all around the world.

First Event is only as good as the people who work here, and you won't find another workplace culture like ours. Whilst a clear strategy is important to the growth of our business, it means nothing without the people that make the magic happen. We are firm believers that our success depends on our people, so we want every single person in the First Event Fam to love what they do and to be proud of the events they create.

That's why in 2021 we decided to become an employee-owned company. This decision not only secured our strong ethos, creative freedom and core values, but also cemented the future independence of our team. Our employee council, made up of members across each department, work closely with our management team to create a fun and encouraging environment that allows us all to flourish and thrive. And did we also mention that we are one of The Sunday Times' Best Places to Work?

So, you want to work for us? Good choice. We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

About The Role

This is an excellent opportunity for a self sufficient individual who is looking to take the next step up in their career. In this role, you will be an essential asset in supporting the Finance Director to drive forward projects, achieving business objectives and leading the team to success.

The role involves cross-department collaboration, interacting with senior stakeholders, providing dedicated accounting support by producing monthly management accounts and implementing process improvements.

Main responsibilities

- Prepare annual statutory accounts through to trial balance
- Prepare monthly management accounts and management information pack
- Manage finance team including credit control and purchase ledger functions
- Full monthly reconciliation of all control accounts
- Cashflow reporting and control
- Manage all foreign currency transactions
- Preparation of monthly forecast
- Assist in preparation of annual budget

- Manage job reconciliations ensuring accuracy and timeliness
- Maintain fixed assets register
- Management of VAT and other taxes
- Work with other departments to improve financial visibility and awareness throughout the business
- Develop processes to ensure high levels of financial control
- Produce ad hoc financial analysis and reports

Person specification

- Likely to be reaching the final stages of the CIMA qualification.
- A strong and effective coach, experience of leading a team.
- Stand alone, self-sufficient with the drive to progress and develop.
- Commercial mind-set.
- Ability to juggle competing deadlines and priorities and to remain calm under pressure.
- Great attention to detail.
- Team player!
- Excellent communication skills.

Our Values

We love that our vibrant team is made up of so many different personalities. No matter how different we are, we're all united by our core First Event values, which sum up the kind of people we're looking for.

These are the values that bring us together, make us a force to be reckoned with and help us deliver the outstanding events we're globally recognised for.



How to Apply

We are a friendly bunch who work hard whilst having loads of fun along the way! Fancy finding out more?

Please email a copy of your CV to careers@firstevent.co.uk