



FIRST
EVENT

Finance Assistant (temporary)

SALARY

£28,000

CONTRACT

Full-time (or part time will be considered), 15 month temporary.

BENEFITS

Healthcare scheme, enhanced pension, enhanced holidays, and the freedom of a flexible working environment.

LOCATION

North Leeds, flexible & some remote working available.



Life at First Event

For over 20 years, we've been one of the UK's leading event agencies, creating bold, unforgettable experiences around the world. If you're passionate about making moments that matter, you'll fit right in.

At First Event, we know our success is built on the people who make it happen. A strong strategy drives growth, but it's our team that brings the vision to life.

That's why, in 2021, we became an employee-owned company – securing our creative freedom, core values, and ensuring our future independence.



We believe every First Eventer should love what they do and be proud of the unforgettable moments they create. Our culture is all about fostering a fun, supportive environment where everyone can thrive.

Oh, and did we mention we're one of The Sunday Times' Best Places to Work?

We positively encourage applications from all individuals irrespective of age, disability, gender, identity, parental or marital status, race, religion and sexual orientation.

So you want to work at **First Event?** Good choice.

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We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

We are looking for a detail-oriented and proactive individual to work closely with our finance team to ensure the seamless execution of all accounting processes. The ideal candidate will have some experience in either finance or office management and will be organised and comfortable juggling multiple tasks with a calm, solutions-focused mindset.

About the role:

Main duties and responsibilities:

- Sales Ledger input.
- Posting credit cards.
- Purchase ledger input.
- Cashbook postings/bank reconciliations.
- Working closely with other departments assisting with a variety of financial tasks – budgets, invoices, VAT.
- Responsible for producing departmental KPI reports for month end accounts
- Ad hoc reporting.
- Support with reconciling events with the Event Operations department – ensuring all financial aspects of events are correct.
- Credit control.
- Month end support, inc balance sheet reconciliations, foreign currency, petty cash.

Personal Specifications

Interested in developing in a Finance role	Proficient in using Excel
Comfortable in communicating and building relationships at all levels.	Possess the ability to rise to the challenge of working in a busy, fast-paced environment, using initiative and dealing with multiple tasks and deadlines on a daily/ weekly basis.
Proactive attitude and approach	6 months – 1 year experience in either a finance role or office role

Our Values

FIRST
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How to apply: We are a friendly bunch who work hard whilst having loads of fun along the way! Please email a copy of your CV to people@firstevent.co.uk

Benefits at First Event

Unlimited holidays

Healthcare scheme, you can claim back on things like dental costs, physiotherapy and massages as well as have access to a 24/7 GP helpline.

Recruitment referral bonus

Enhanced pension and salary sacrifice

EOT Bonus Scheme

Discounts (Sovereign Perks)

Access to a wide range of learning and development opportunities.

Complete flexible working

Salary Sacrifice car scheme

Family friendly policies providing enhanced maternity & adoption pay

Annual social events



Wellbeing – employee assistance programme and gym discounts

Free parking with free EV charging