

**Job Title:** Finance Assistant

**Reporting to:** Holly Moore and Sedulo

**Salary:** £20k upwards depending on experience

### **The Company**

Make Events are a hugely experienced events agency in Manchester who have taken the industry by storm since we were launched in 2012 by founder Holly Moore. With a client list that reads like a who's who of the North West's most successful businesses, Make Events has grown rapidly and now employs a group of the industry's most talented people.

### **Purpose of the Role**

You will support the management team by carrying out finance activities and supporting with the preparation of monthly management accounts. To ensure maximum probability for the company; excellent cash flow and minimal debt.

#### **As a finance assistant a typical week may involve the following:**

- Chasing debtors for payment
- Data entry and bookkeeping on Xero
- Overview and reconciliation of profit sheets prepared by the events team
- Processing expenses
- Manage payroll (processed externally)
- Secure approved supplier lists, competitive terms and SLAs
- Review and preparation of monthly / annual budgets
- Completing all admin and other ad hoc tasks requested by Holly Moore
- Reconciliation of bank accounts, sales ledger control and purchase ledger control/statement reconciliation

### **Essential Skills, Knowledge & Experience**

- Previous experiences in a similar accounting or bookkeeping position
- Experience using Xero and the Microsoft Office software package especially Excel
- Excellent attention to detail and a desire to learn
- Be AAT qualified

### **Make Events Culture**

- Think about Make Events brand values and apply this to everything you do
  - Magic Touches
  - Confidence
  - Get Stuff Done
  - Anything is Possible
- Support the company vision – to be the go to event partner for any event for the North-West household names.
- Take responsibility for your own learning and development, maintaining and improving knowledge of the events industry.
- Follow the Make Events company ethos of work hard, be nice.
- Putting the client first and constant asking yourself `what is my clients customer experience NOW?

**Other Requirements**

- Flexible approach to working hours as live events may take place over evenings and/or weekends.

**Name:****Signature:****Date:**