

Job Description

Assistant Accountant – Principality Stadium Experience



JOB DESCRIPTION	
Job Title	Assistant Accountant – Principality Stadium Experience (“PSE”)
Salary	Band 5
Location	Principality Stadium, Cardiff
Hours of work	Full Time or Part Time Monday – Friday, 9am – 5pm Plus evenings and weekends to cover Stadium events as and when required
Responsible to	PSE Finance Business Partner
Responsible for	None
Contractual Status	<ul style="list-style-type: none"> Permanent, Full Time Subject to 6 month probationary period
Role Summary	A key member of both the PSE team and Group finance team with a wide range of accounting responsibilities.
Key Relationships	<ul style="list-style-type: none"> PSE Finance Business Partner PSE Department Heads WRU Group Finance Team Compass Group Finance and Procurement Team Suppliers / Customers
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> Providing support to the PSE Finance Business Partner Providing business partnering to PSE departments as delegated by the PSE Finance Business Partner Assist with the preparation of Event Trading Accounts Assist with preparation of monthly management information pack for the inclusion within the WRU Group consolidated pack Reconciliation of the monthly Compass statement Weekly invoicing and monthly revenue reconciliations Stock control system reconciliations for event and non event days Responsible for the setup and operation of the cash office for event days Reconcile event day cash bankings to the Revenue Management System, investigate and report on variances Control daily operation of the cash office including daily reconciliations of C&E cash takings Carry out duties as required by PSE or the WRU Group Financial Controller and Management Accountants.
Continued Professional Development	The WRU are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> Previous experience of working within a similar finance role with a wide breadth of duties Previous experience of working in a cash office environment desirable Strong interpersonal skills and relationship management Feel comfortable liaising with non-financial colleagues and possess the dedication and desire to make a difference.

PERSON SPECIFICATION	
Skills & Qualifications	<ul style="list-style-type: none"> • Excellent IT Skills, specifically Microsoft Excel • Experience of accounting software, preferably Access Dimensions • Preferably ACCA/CIMA part qualified or a degree with significant accountancy component • Excellent written and verbal communication skills are essential • Personable and professional manner • Ability to work to tight deadlines • Ability to prioritise key tasks • Excellent organisational skills.
WRU Group Values	<p>Excellence, Integrity, Success, Courage, Family, Humour</p> <p>A copy of the WRU Group Values Document is available upon appointment to the role.</p>
Other	<ul style="list-style-type: none"> • Due to the nature of the role you will be required to work when large events take place at the Principality Stadium. This includes evenings and weekends • This role is subject to an enhanced DBS disclosure check • All employees must work in accordance with the Sustainable Development policies of the group • An understanding of individual responsibility in complying with the Health and Safety policies and arrangements.

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change pending review by the role holder and their line manager.