



## **Finance and Payroll Coordinator**

The Waterfront restaurant, located on the seafront in Hythe is looking for an experienced and proactive Finance and Payroll Coordinator.

Reporting to the General Manager this role will be a blend of both Management Accounting and Payroll and so provides a varied and interesting remit.

This position is an integral part of the team. You will be responsible for maintaining an efficient and accurate finance function for the company whilst also processing monthly payrolls for, at present, around 40 employees.

You will require excellent computer skills, including Microsoft Office, and previous experience of working in a fast-paced hospitality environment would be advantageous.

Duties will also include reviewing and documenting financial processes and recommending areas for improvement.

You will be required to assist with the supplier management, stock ordering and stock taking processes and due to the fast-paced restaurant environment, you may be asked to assist in other areas of the business.

### **Essential experience**

- Finance Management role
- Accounts Payable
- Expense Management
- Payroll
- Development, production and/or review of monthly management accounts either supporting or leading this process
- Confident in working in collaboration with a team and also independently
- Excellent computer skills (Microsoft Excel, Outlook and Word)
- Good knowledge of Payroll and Accounting Systems and Processes

### **Desirable but not essential**

- AAT, ACCA, or CIMA Qualified
- Hospitality
- Good knowledge of POS systems and Processes
- Management Experience
- Restaurant Management Experience

If this role is something that you feel could be for you, please apply with an up to date CV to [manager@the-waterfront.co.uk](mailto:manager@the-waterfront.co.uk)

