



MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Assistant Management Accountant & Stock Controller - Cellar

Department: Finance

Reporting to: Management Accountant

Staff Reports: Stock & Epos Administrator shared report with Catering & Retail Systems Manager

Contract: Permanent

DIMENSIONS OF ROLE

Normal working hours will be 09:00 to 18:00, five days out of seven Monday to Sunday (inclusive), including one-hour unpaid lunch on each day worked; making a total of 40 working hours per week.

KEY PURPOSE OF ROLE

Lead major and minor match day stock controls and month end reconciliations for circa £2m liquor cost. Assist the Management Accountant with the day-to-day compilation and analysis of data to produce month end reports. Ensure all cellar purchasing is processed smoothly in procurement and stock systems. Proactively work to evolve and improve financial reporting models and tools.

KEY TASKS AND ACCOUNTABILITES

Finance Business Partner

- Assist various Budget Holders within the Catering Department to control their budgets.

Monthly Accounts and Reporting

- Ensure required accounting completed.
- Key month end operational controls completed.
- Prepare accruals of unreconciled invoices for month end.
- Match cost prepayment schedules and ticket offset cost journals.
- Retro and rebate accruals, forecasting, and invoicing.
- Review management accounts for completion, especially cost of sales.
- Produced to timetables.

Stock Controls

- Oversee day to day stock control system records.
- Supervise Stock Administrator role during season to process stock data.
- Supervising monthly and year end stock takes and reporting thereon for Catering and Retail.
- Review and configure par level functionality.

Match Day

- Lead major and minor match stock controls.
- Work with audit team to ensure all catering managers are following stock control procedures.
- Analysis and reporting of match stock performance.
- Support EPoS team with help desk operation.
- Stock and Till Control user training.

Financial Modelling

- Proactively work to evolve and improve financial reporting models and tools used within Catering Finance dept. and Catering dept. via Excel, RMS, RTS and Power BI.
- Support colleagues with Excel usage and knowledge sharing.
- Pre-season price analysis and margin forecasting.
- Monthly margin analysis.

Forecasting and Budgets

- Working with Catering budget holders to compile rigorous zero-based budgets.
- Working with Catering budget holders to reforecast accounts on a quarterly basis.
- Assisting Management Accountant with the compilation data into master files.

Systems

- Ensure stock system config is complete pre-season and cost pricing updated as required.
- Ensure procurement system price files are uploaded in a timely fashion.
- Work with Cellar Manager to ensure all orders are reconciled and processed in procurement system to ensure timely payment of suppliers.
- Support Catering & Retail Finance Systems Manager with system development processes including documentation and prioritisation of requirements and testing functionality.

This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.

VARIATIONS OF JOB RELATING TO MAJOR MATCHES

- Attend at all Major Matches with extended hours as appropriate, including weekends.
- Any other duties as required whether in the Department or elsewhere around the Ground.

HEALTH AND SAFETY

- At all times be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- To report any unsafe practices, equipment or circumstances as appropriate.
- Comply fully with relevant security policies and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden.

PERSON SPECIFICATIONS, SKILLS AND QUALIFICATIONS

Essential

- Experience of Food and Beverage stock control processes and systems.
- Methodical and accurate working practice.
- Analytical mind, able to analyse figures to find reasons for variances.
- Have a positive and proactive approach to all elements of the role.
- Take responsibility for own actions and outputs and deliver high quality work.
- High level of initiative, with administrative and organisational ability.
- Ability to work quickly under pressure maintaining a high level of accuracy and detail.
- Ability to create respectable relationships with all levels of team – Commercial team, wider MCC team & external suppliers.
- Actively promote teamwork by supporting others, sharing knowledge and help improve standards across the Department.
- IT literate, including Advanced Excel functions usage to aid financial modelling.
- High standard of personal presentation.
- Flexibility in work content and hours.

Desired

- Beginning or part qualified CIMA student or similar.
- Experience with Power BI config and reporting.
- Experience of EPoS back-office systems.
- Knowledge of large-scale event catering operations.

Written by: Phil Beckett

Accepted by:

Date: Jan 2024

Date: