



Accounts Assistant

An exciting opportunity has arisen for an Accounts Assistant to join our major new flagship experience on Tottenham Court Road – Monopoly Lifesized.

In this role, you will work within the production team to ensure timely and effective delivery of general accounting and taxation services to the group of companies in conjunction with department managers.

What we can offer you:

- Salary: £28K per year
- An exceptional role within a fast growing, progressive company with opportunities to grow & develop, as well as to potentially work internationally in the future.
- Company pension.
- 20% discounts across our venues for you + 5 others.
- Annual leave allowance – 28 including bank holidays.
- Birthday day off work.
- Online training courses available for free (WSET/ Health & Safety etc).
- Flexibility to progress within the business and move between all of our venues.
- Close to local Transport (Bus, Tube, Overground).

What you will do:

- Input and process purchase and sales invoices on Quickbooks Online.
- Input and process supplier payments and record sales receipts.
- Reconcile bank accounts and petty cash receipts, journal entries, basic management accounts, comparing actual spend to budget and investigating variances.
- Assist department managers with analysis and preparatory work.
- Assist in the preparation of quarterly VAT Returns, weekly/monthly payroll journals and processing PAYE/NI payments made to HMRC.
- Communicate with the team to ensure expectations are met on delivery and accuracy of work.
- Manage own time effectively to complete multiple tasks to appropriate deadlines.
- Liaise with department managers in order to efficiently and effectively complete jobs.
- Have an appreciation for the sources of technical information.
- Work in collaboration with the team to share knowledge and ideas to improve communication.
- Take responsibility for own personal and professional behaviour.
- Actively progress own learning and development.
- Act with honesty, fairness and integrity in all dealings with department contacts and colleagues whilst respecting confidentiality and building trust.



Who you will be:

- Previous accounts assistant experience would be essential
- If you have worked within attractions, entertainment or within the hospitality sector, that would be advantageous
- Experience working in a high volume and fast paced environment
- Excellent spoken and written English
- Personal drive and ambition
- Enthusiastic, personable, enjoys social interaction and with a genuine drive to exceed the guest experience
- Maintain high standards of professional conduct and practice
- Effective use of business tools
- Organise and manage time efficiently and effectively
- Start to develop confident communication skills
- Build rapport with peers internally and externally
- Start to develop excellent departments handling and relationship skills

Who we are:

Monopoly Lifesized is an immersive, physical version of the world's favourite family game brand taking place on Tottenham Court Road, a 22,000sq ft building over three floors in the heart of London's West End.

With three exciting gameplay boards - Classic, Luxury, and City, plus a Junior Board, a Monopoly-themed bar and restaurant and retail outlet, this is a brand-new destination attraction where people can eat, drink, shop and play all under one roof.

How to apply:

Please send your CV and covering letter to jobs@pathents.com. Please make sure you include the job position in the subject. The deadline for this position is 27th November 2021.