

Job Title:	Receipts Reconciliation Administrator	Position Type	Full time - Permanent
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Job Description

Responsible to: Finance Manager

Responsible for: Receipts Reconciliation Administrator

In collaboration with Warner Media, Linen Mill Studios have developed the world’s only licensed Game of Thrones Studio Tour at their Banbridge studios where a significant proportion of the globally renowned series was Filmed.

Through a superlative interactive experience, this brand new ‘World Class’ attraction will immerse guests in the fantasy and intrigue surrounding the series. An unparalleled presentation of original sets, costumes, and artefacts, together with insights into the skills applied in creating Game of Thrones, will deliver an exceptional experience and understanding of the quality of production in what remains one of the most watched TV series of all.

Our team will play a pivotal role in ensuring that Game of Thrones Studio Tour is internationally recognised as a must-see attraction, by placing the guest experience foremost in their actions and by making an important contribution to our mission, vision, and values.

This is an outstanding opportunity to join a committed and enthusiastic team with responsibility for delivering a project that celebrates and protects the artistic heritage of this landmark series.

We welcome people who are professional, will join us in working flexibly, being cheerful and ensuring our guests are enchanted by the Tour and safe within its environment.

We are looking for a **Receipts Reconciliation Administrator** to join our Finance team.

Contract Type	Full-time permanent
Salary	£21,000- £25,000
Pension	Employer 5% Employee 4%
Holidays	33 days per annum inclusive of bank holidays
Benefits	Excellent benefits package
Learning	In-house learning and development opportunities

ROLE SUMMARY:

The team are looking for someone who prides themselves on being able to accurately and efficiently prepare cash deposits and credit card reconciliation.

Responsibilities:

- Preparation of cash deposits
- Bank reconciliations
- Reconciling retail and ticketing receipts from credit card and Paypal transactions
- Reconciling cash held in safe
- Completion of internal schedules
- Other office duties

Essential Criteria:

- GCSE or equivalent English and Math
- Competent IT skills across MS Office suite especially Excel
- Enthusiastic and adaptable approach to carrying out duties
- Self motivated and trustworthy
- Attention to detail and quality-focused
- Willing and able to assist with other tasks if needed

Desirable Criteria:

- Previous cash handling experience
- Previous experience reconciling a large volume of credit card transactions