



Our Values: Caring, Safe, Professional



Finance Administrator, The O2

£25,000

The O2, London SE10

We are currently looking for a Finance Administrator to coordinate all aspects of the financial activities and reporting, processes and procedures for CSP at the O2 venue. Working with the CSP Operations Manager, the role will involve assisting the CSP Finance team in preparing analysis for Client and Head Office reporting. Reporting of financial figures to the Client daily, and in accordance with the agreed timeframe, will also be a key requirement of the role.

The ideal candidate will have previous experience of working in a finance administration role and of reconciling sales figures, and of putting together periodic reports. Having worked in an administrative role in an office environment, or in a Head Office team, would be an advantage. They will also have good attention to detail and be confident in communicating with people across the organisation. Appropriate professional development training for a future career in finance can be provided.

This is an exciting time to be joining CSP as the company strives towards operational excellence and works on ambitious plans for growth.

This is a full-time, permanent role based at The O2, SE London.

A full job description is available [here](#).

What you will be doing as a Finance Administrator for CSP at The O2

- Supporting Event Budget work, assisting the Operations Manager and CSP Finance team in tracking, forecasting and preparing the end of month analysis for Client and Head Office reporting
- Daily sales reconciliation
- Reconciliation of the records for audit by Head Office
- Monitor and report any discrepancies, following up with the manager if required
- Handling large amounts of cash and ensuring its safe collection by security services, as appropriate

What we need from you as a Finance Administrator for CSP at The O2

- Experience of working in a finance administration role in an office or operational environment
- Experience of financial reporting

- Excellent organisational and administrative skills
- The ability to work as part of a team as well as alone
- A willingness to be flexible and support other activities within the CSP O2 Management Team, as appropriate

What CSP can offer you as a Finance Administrator for CSP at The O2

- A competitive salary
- A 35 hour working week
- Up to 25 days' holiday (pro-rata – after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider

About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

CSP strives to be an equal opportunities employer.

Vacancy details

Salary: £25,000

Location: The O2, London SE10

If you think you are suitable for this Finance Administrator position, please apply now by sending a copy of your CV to HR@gotocsp.com by midnight on Sunday 4th August 2024.

