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## Head of Finance

**Location:** Cambourne Business Park, Cambridgeshire and home

**Contract:** Part time, permanent (3 day per week)

**Working/opening hours:** Monday to Friday from 9am to 5.30pm

**Salary:** £competitive + company profit bonus

**Reporting to:** Board of Directors

**Team size:** 8

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## ABOUT US

The Premier Travel Group (made up of Premier Holidays and Premier Travel) is an independently owned and family-run travel company that has proudly been operating locally for 85 years. We currently employ in the region of 200 staff, over half of whom have been with the company for over 10 years, which says a lot about our company ethos and experience in selling holidays!

The head office for both companies is located in our modern offices in Cambourne Business Park where we recognise the importance of providing a fun, friendly and enjoyable travel themed work environment.

Premier Holidays is the tour operation side of the business offering a wide range of holiday destinations, which include the Channel Islands, Far East, India, Sri Lanka, Middle East, Southern Africa, Indian Ocean, USA, Canada, Australia, New Zealand and the South Pacific. We are well known within the travel industry as the market leader for Channel Islands holidays (we also have an office in Jersey) and also as a long-haul specialist with a team possessing extensive experience in creating long haul, tailor-made multi-centre holidays. Our wide range of inspiring brochures can be found in most Travel Agencies across the UK and our knowledgeable staff are always on the end of a phone line to offer invaluable holiday advice and personal recommendations.

Premier Travel is Eastern England's leading independent travel agency with 24 branches across the East and South East of England, 12 of which are located in the Cambridgeshire area. Our Travel Consultants pride themselves on their excellent travel knowledge, high levels of customer service and the personal touch that keeps our many loyal customers coming back to us again and again.

Throughout the COVID pandemic, Premier has remained open and serviced all client's cancellations and refunds efficiently and has received high praise for doing so from both inside and outside of the industry. Our experienced staff have had a very high success rate with re-bookings and with new business coming in following the pent-up demand for international travel, our future departures are already in excess of £30m.

All of our efforts have put Premier in an excellent position as we come out the other side of travel restrictions being lifted making this the perfect time for an experienced finance person to join the Senior Management team as we look to expand and grow.

## ABOUT THE JOB

Reporting to the Board of Directors, the Head of Finance is a senior position within the company carrying a high level of responsibility in overseeing all financial activities and regulatory compliances. The busy and experienced Finance Team are managed on a day-to-day basis by the Finance Manager who will report into this role and assist with more senior tasks where needed.

The main areas of responsibility for this role include but are not limited to:

- Managing the financial reporting for the organisation including budgeting, forecasting and all statutory financial reporting on a monthly, quarterly and annual basis
- Presenting financial results and insights to the Board
- Monitoring and managing hedging and foreign currency requirements ensuring we maximise on opportunities
- Managing and overseeing the cash flow of the company and ensuring appropriate controls
- Looking after the external auditor relationship, ensuring timely production of statutory accounts (FYE 30 Sep) and compliance with accounting standards
- Overseeing Accounts Payable, Accounts Receivable, Tax, Treasury, Payroll, Financial and Management Accounting functions
- Reviewing/maintaining the company's financial systems and processes for maximum efficiency
- Managing and overseeing the company's banking and borrowing arrangements
- Ensuring all accounting activities and internal audits comply with financial regulations
- Mentoring the Finance Manager for their personal development
- Overseeing payroll

## ABOUT YOU

It is essential that all applicants have the following as a minimum requirement for this role:

- At least 3 years in a senior finance role such as Head of Finance or Finance Director with a proven record of success
- Sound decision making skills based on accurate and timely analyses
- Results oriented and metrics driven
- Exceptional interpersonal communication and leadership skills
- Strategic thinking, planning and creative problem-solving skills
- Ability to work under pressure
- Advanced computer software skills, including Excel and financial reporting software (Sage)
- Be confident in producing and presenting forecasts, cashflow and budgets
- Proficiency in accounting software (Sage) and excellent data analysis skills
- Have an in-depth understanding of cash flow management and bank reconciliations
- Understand regulatory bodies and be confident working to tight reporting deadlines
- Have strong communication skills
- Possess superior excel and SAGE 200 knowledge
- Be able to demonstrate strong commercial awareness
- Have a broad understanding of inter-departmental workflows
- Be proactive in identifying areas where improvements could be made
- Enjoy seeking out opportunities to streamline processes or improve cost effectiveness
- Have confidence in dealing with all levels of seniority both internally and externally
- Possess a degree in Accounting, Finance or related field and/or be CIMA or ACA qualified

It would be extremely beneficial to have experience within the Travel industry (in particular to be familiar with the CAA, ABTA and ATOL) but this is not essential.

**Future progression opportunity:** Premier Travel Group Finance Director

## **ABOUT STAFF BENEFITS**

- Opportunity to work partially from home
- Progression opportunities
- Excellent staff travel rates for own holidays
- Free on-site parking
- Modern offices
- Friendly working environment
- Numerous social events
- Pension scheme

**All applications and any enquiries on this position to be sent to**  
[HR@premierholidays.co.uk](mailto:HR@premierholidays.co.uk)