



Finance Assistant

Start date: Immediate

Location: Cambourne Head Office, CB23 6DW (with option to work from home two days per week)

Contract: Permanent/full time

Working hours: Monday to Friday from 9am to 5.30pm

Salary: Competitive

Reporting to: Finance Manager

Team size: 8

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. There is also head office staff space within our Bury St Edmunds and Norwich retail branches.

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, the Caribbean, Australia, New Zealand and the South Pacific. We are well known within the travel industry as the market leader for Channel Islands holidays 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. We also have an office in Jersey and a direct client brand for the Channel Islands.

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. All of our agencies reopened on 12 April in line with Government guidelines.

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 we already have large numbers of these, along with lots of new business confirmed for travel during the second half of this year, throughout 2022 and into 2023 as the pent-up demand for international travel increases each day. 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 us to expand our teams.

ABOUT THE JOB

The Finance team service both Premier Holidays and Premier Travel Agency and are responsible for all day to day processing. The team works together and will cover for other team members in not only Purchase Ledger but Sales Ledger, Foreign exchange and some balance sheet reconciliations when necessary.

Payments for holidays are made through our bespoke travel systems which involves paying direct suppliers and tour operators for client's holidays and there are daily, weekly and monthly processes as part of this process. Another key part of this role is liaising with the travel branches/reservations teams to ensure that each booking made in the system correctly reflects what we need to pay to the suppliers. There is no physical keying in of invoices as there is a full system reconciliation and payment process.

This is a varied role but mainly concentrating on purchase ledger which involves checking invoices, investigating discrepancies, reviewing profit levels and making regular payments.

ABOUT YOU

Minimum experience required for this position is one year in a purchase ledger role (or similar) or to have completed an advanced (level 3) Accounting Apprenticeship. Ideally you will have gained some knowledge of SAGE during your previous experience.

Full in-house training will be given for the right applicant, but all applicants must possess the following attributes:

- Show excellent attention to detail
- Have very good organisation skills
- Be competent with excel
- Thrive under working to deadlines
- Be a team player
- Possess good communication skills
- Pick up different systems easily (with training)

ABOUT STAFF BENEFITS

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