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**Job Title:** Finance Assistant

**Location:** Cambourne Head Office, (with option to work from home two days per week, after initial training)

**Salary:** Competitive

**Reporting to:** Finance Manager

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Premier Travel Group brings together **Premier Holidays** and **Premier Travel**, two award-winning businesses with a **shared 90-year heritage** as an independent, family-run travel company.

At **Premier Holidays**, our ambition is to be the UK's go-to specialist within the travel trade for tailor-made long-haul experiences, while continuing our position as the trusted market leader for holidays to the Channel Islands. As a specialist tour operator, we are known for our knowledge, reliability and strong partnerships across the trade.

At **Premier Travel**, our mission is to turn everyone's dream holiday into a reality. Our vision is to be the preferred local travel company, recognised for exceptional personal service and unparalleled expertise at every stage of the customer journey.

Due to continued growth across both businesses, we're looking for a **Finance Assistant** to join our friendly and experienced Finance team. This is a great opportunity for someone who enjoys working with numbers, thrives on accuracy, and wants to develop their finance career in a supportive, people-focused environment.

#### **Job summary**

You will support the finance team by maintaining up to date and accurate records for all the Accounts Payable transactions for the relevant companies. Ensuring that we are always aware of our costs, liabilities and required cashflow. You will positively nurture relationships with our suppliers and colleagues through honest and timely communication.

#### **Main duties and responsibilities**

- Ensure the accurate and timely processing of all supplier invoices to recording of costs and liabilities.
- Ensuring any discrepancies are reviewed and relevant action taken.
- Process all supplier payments in line with agreed credit terms through the company bank accounts via online banking.
- Reconcile all supplier statements regularly highlighting any unresolved issues to the wider finance team.
- Review monthly overmatched report for supplier refunds and action accordingly.
- Assist in the monitoring of all foreign currency requirements to ensure we manage cashflow.
- Maintain relationships with all suppliers following up on all queries to ensure that outstanding issues are kept to a minimum.
- Support the Year End process and the Annual Audit.
- Constantly seek improvement to the internal finance processes through working practices, information, systems.
- Undertake other tasks as requested by Finance Manager within limits of capability and training.

#### **Successful applicants should have the following attributes:**

- Above average skills and experience in Excel and Data manipulation through Vlookups/Pivot Tables and complex formulas
- Level 2 or 3 AAT or equivalent qualification

- Previous experience in a similar role
- Show excellent attention to detail
- Have very good organisation skills
- Thrive under working to deadlines
- Be a team player
- Possess good communication skills
- Pick up different systems easily (with training)
- Previous knowledge of SAGE an advantage, but not required

## What's in it for you?

We are a friendly bunch, we listen to our staff, treat everyone fairly, celebrate long service and loyalty, are flexible, fun, and sociable to create the best environment we can for our employees to flourish. We offer:

- Hybrid working enabling flexibility and convenience with 2 days working from home.
- 29 Days Holiday Inclusive of Bank Holidays.
- Regular social events: Summer Party, Christmas Party, Quiz nights and brochure launches.
- Great discounts on your own holidays (plus generous friends and family discounts).
- An invitation to become part of the Premier family and experience a supportive company culture that fosters teamwork and cross-department collaboration.
- Being treated as a person, not a number! We value all our employees and strive to create an inclusive and welcoming work environment.
- Long service awards and events.
- Free on-site parking.
- Free Fresh Fruit in the office.

## What are the hours for the role?

37.5 hours, 5 days per week Monday to Friday 09:00 to 17:30 with an hour's lunch.

## A bit about Premier

Premier Travel Group (made up of Premier Holidays and Premier Travel) are an independently owned, family-run travel company that has proudly been operating locally for 90 years. Over half of our team of 245 people have been with the company for more than 10 years, which says a lot about our company ethos and experience in selling holidays.

Premier Holidays Limited is the tour operation side of the business offering holidays to the Channel Islands plus a wide range of long-haul destinations where bespoke, tailor-made holidays are created for the Far East, 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 and for over 30 years as long-haul specialists with a team possessing extensive experience in creating personalised single and multi-centre holidays around our long haul destinations. 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 Limited is the East of England's leading independent travel agency with 31 branches across the East and Southeast of England, twelve of which are 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.