



Overview:

As we embark on a new and exciting chapter in Sports Tours International's history with the purchase of Sports Travel International and the continuous growth across of the business, we are now recruiting for a Finance Assistant to join our Finance team due to an internal move.

The Finance Assistant will be responsible for mainly purchase ledger tasks such as invoice processing and generating payment run proposals along with some basic sales ledger tasks as requested such as invoice raising and credit control.

The current Finance team consists of three people and is going through the process of implementing a new accounting system, Sage 200.

The ideal candidate will be accurate, interpersonal and motivated individual who is open to change as the business continues to grow with a willingness to take on some further responsibilities as opportunities arise.

Job Title: Finance Assistant

Purpose/Scope: The role will focus on accurate and timely input of purchase invoices matching to purchase orders, producing payment proposals for sign-off along with some basic sales ledger tasks. The role will also provide assistance with any duties as required by the Management Accountant.

Reports To: Management Accountant

Responsible For: N/A

Duties and Responsibilities:

- Processing purchase invoices and matching invoices to purchase orders ensuring all purchases have followed the relevant approval process.
- Reconcile supplier statements with the purchase ledger.
- Production of payment runs for suppliers, in multiple currencies, on a weekly basis for approval by Management Accountant or Head of Finance.
- Daily monitoring of company bank accounts and posting of transactions into Sage 200.
- Bank Reconciliations and posting of cash book journals.
- Maintaining the company petty cash.
- Review and processing of employee/rep expenses ensuring they adhere to the company expenses policy.
- Processing and review of invoices for Club La Santa, involving liaising directly with the internal Club La Santa team and the resort.
- Processing and review of Whereabouts/Freewheel Holidays invoices to ensuring timely payment to suppliers.
- Produce sales invoices on request from various departments.
- Perform credit control to chase any overdue debts.

Skills:

- Previous experience in similar role, or purchase ledger/sales ledger experience.
- Accurate data entry.
- Experience of Sage 200 (ideal, but not essential).
- Intermediate Microsoft Excel skills. Ability to use Pivots and Vlookups ideal, but not essential.

Personal Skills:

- Ability to work in fast-paced environment.
- Excellent Interpersonal and communication skills.
- Positive approach to work.
- Embraces and promotes change.
- Able to prioritise tasks to suit the business needs.