

# JOB DESCRIPTION



## FIT FINANCE MANAGER

### About us:

Tour Partner Group are a leading European Destination Management Company. We are the experts in developing European tours for the travel business. With operations across England, Scotland, Ireland and Scandinavia we serve customers from all over the world.

### Overall Purpose:

Reporting directly into the Group Financial Controller, the FIT Finance Manager will ensure the accurate and efficient management and financial accounting and reporting of the FIT operations, as well as strong commercial business partnering and analysis. There is a dotted line reporting to the FIT Managing Director, who is based in Copenhagen, Denmark.

This will be a varied role with ownership of all FIT finance activities including monthly management reporting, statutory audit, commercial business partnering, budgeting and forecasting, margin analysis, financial analysis, balance sheet reconciliations, and a range of strategic projects.

### Key Responsibilities:

#### Team Management:

- Lead, mentor, and develop 1-2 management accountants, fostering a collaborative and productive work environment. Including performance evaluation and recruitment where necessary. Working together with the UK&I Groups Finance Manager and management accountants, Head of Transactional Services for UK&I and Nordics Finance Manager.
- Delegate tasks and responsibilities effectively, ensuring the team operates efficiently and delivers accurate and timely financial information.

#### Business Partnering:

- Collaborate with key stakeholders across departments to provide monthly analysis of results versus budgets, participate in commercial meetings across the FIT business lines. This includes the managing director of FIT based in Copenhagen, Operations teams based in Dublin and Harrow and UK&I finance teams based in Harrow.
- Supporting the MD in budgeting, forecasting & outturn, and financial planning activities, offering insights into financial performance and cost optimisation opportunities.
- The right candidate will need to bridge the gap between finance and the broader business strategy, ensuring that the organisation's objectives are met efficiently and effectively.
- Monthly insight and analysis into the FIT P&L, reporting on budgets vs. actuals, detailed margin analysis, payroll and other cost analysis, as well as communicating out to key stakeholders on monthly results.

#### Monthly Management Reporting:

- Support, review, and analyse month end reporting processes, ensuring the delivery of robust financial information and a best practice accounting and reporting environment.
- Full ownership of month end activities, including delivering information on a timely basis, review and analysis. Tasks delegated to management accountants.
- Full ownership of FIT gross profit margins reported on a monthly basis, including deeper analysis and understanding of pricing structures, VAT impact and foreign exchange impact.



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- Identify process improvements and implement new processes where required to help aid and develop the FIT finance operations.

## Balance Sheet Reconciliations:

- Oversee the preparation and review of balance sheet reconciliations, ensuring accuracy and completeness of accounts.
- Full ownership of ledgers within NetSuite for the FIT business line across various entities, including "Irish Welcome Tours" legal entity and "Tour Partner Group Nordics ApS".

## Statutory Audit and Compliance:

- Support the Group Financial Controller on liaison with external auditors to ensure compliance with UK&I accounting standards and regulations.

## Tax and Treasury:

- Support the UK&I Groups Finance Manager in preparing and filing VAT returns, corresponding with HMRC and ROS as required for UK and Ireland.
- Provide assistance to the Group Financial Controller on various Treasury related projects, including liquidity and foreign exchange strategy.

## Requirements:

- Qualified accountant (ACMA, ACCA, ACA, CIMA) with a minimum of 3 years PQE.
- Proven experience as a Finance Manager or similar role, with a strong background in managing financial operations within the UK and Ireland and in-depth knowledge of accounting standards.
- Demonstrated experience in financial analysis, budgeting, and forecasting.
- Strong team management skills with the ability to motivate and inspire others.
- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels.
- Advanced Microsoft Excel and PowerPoint skills, experience with NetSuite is a plus.
- Analytical mindset with strong problem-solving abilities and attention to detail.
- Ability to think creatively, analytical, highly driven, and self-motivated to thrive in a fast-paced, dynamic environment.

## Other information:

- Competitive salary
- Pension contributions
- Flexible working days, 3 days office based, 2 days working from home (seasonality dependant)
- Travel to Copenhagen office (Denmark) and Dublin office (Ireland) required 1-2 times a quarter, paid by the Company
- Parking available at the office
- Flexible to work outside the agreed working hours when required

**This job description is intended only as a guide to the main responsibilities and it in no way intends to restrict any individual in the performance of other duties as may be required by the Company.**

