

JOB DESCRIPTION



UK & IRELAND MANAGEMENT ACCOUNTANT

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. Post pandemic the company has recovered strongly and is expanding its operations and teams in all markets ahead of a significant 2023 year ahead.

Overall Purpose

Person specification: We are looking for a hands on, problem solver with great initiative and resourcefulness to help us establish best in class finance accounting and business partnering in our UK & Irish business

Reports to: UK & IRELAND FINANCE MANAGER

Job specification: This will be a varied role with support for all UK&I finance activities including month end transactional processes, statutory audit support, business partnering, financial analysis, balance sheet reconciliations,

Key Responsibilities:

Financial Operations

- **Bank Reconciliations:** Responsible for reconciling bank statements, ensuring that financial records match actual bank transactions, and promptly resolving any discrepancies.
- **Process Intercompany Journals:** Execute and record intercompany transactions, maintaining accurate records of financial transactions between affiliated entities within the organisation.
- **Process Overhead Invoices:** Oversee the processing of invoices related to overhead expenses, ensuring accurate and timely recording while adhering to financial policies.
- **Analyse and Maintain Overhead Supplier Accounts:** Regularly review and reconcile supplier accounts related to overhead expenses, verifying accuracy and resolving any discrepancies.
- **Balance Sheet Reconciliations:** Perform comprehensive balance sheet reconciliations to ensure that all financial accounts are accurate and balanced.
- **Process Accruals and Prepayment Journals:** Prepare and post accrual and prepayment journals to account for expenses and income that have not been realized or recognized yet.
- **Manage Fixed Asset Register:** Maintain a detailed record of fixed assets and post monthly depreciation journals to reflect the reduction in the value of these assets over time.
- **Send Daily Cash Balances:** Communicate daily cash balances to the finance team, ensuring that the organization has up-to-date information on available cash.
- **General Ledger Maintenance:** Responsible for maintaining the general ledger for your designated entity, ensuring the accuracy and completeness of financial data.





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Reporting and Analysis

- Providing Information for Audits: Collaborate with auditors to provide necessary financial information and documentation for internal and external audits, maintaining compliance with auditing standards.
- Monthly P&L Analysis: Support the UK&I Finance Manager in the monthly analysis of the Profit and Loss statement (P&L) and assist in meetings with section heads to discuss financial performance.
- Provide Commentary on Variances: Support the UK&I Finance Manager in analysing and providing commentary on variances between actual financial results and budgeted figures.
- Ad Hoc Reporting: Generate ad hoc financial reports and analyses as needed by the finance team and other departments, providing insights into specific financial queries or challenges.
- Contribute to Projects: Play an active role in various financial projects, such as process automation and the enhancement of current financial processes and reports.
- Update Supplier Details: Regularly update and maintain accurate supplier information to ensure smooth and accurate financial transactions with suppliers.

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional accounting qualification (e.g., ACCA, CIMA) is a plus.
- Proven experience in accounting and financial management.
- Strong proficiency in financial software and Microsoft Excel.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Attention to detail and ability to meet deadlines.
- Proactive attitude and the ability to work effectively both independently and in a team

Other information:

- Monday to Friday
- Hybrid working – currently working 3 days in the office and 2 days at home
- 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

