

Accounts Payable Assistant – fixed term



Location: London, UK

Department: Finance

Reporting to: Accounts Payable Supervisor

Contract Type: Fixed-Term, 6 months with the possibility of becoming permanent

Do you want to create memories that last a lifetime?

Tour Partner Group is a leading B2B Destination Management Company (DMC) specialising in travel experiences across the UK, Ireland, the Nordics, and the Baltics. With offices in London, Edinburgh, Dublin, and Copenhagen, we bring together over 300 destination specialists, designing unforgettable travel experiences for Groups and FIT, as well as curated MICE programmes under our dedicated brand, **Horizons by Tour Partner Group**.

At **Tour Partner Group**, we believe in responsible travel, continuously challenging ourselves to elevate our standards and ensure that every journey we create leaves a positive impact on both people and the planet.

About the position:

We are looking for a passionate and dynamic **Accounts Payable Assistant** to join our team in **London**. In this role, you will be responsible for **the Purchase to Payment process**. You will work as part of a **collaborative, international team**, creating memories that last a lifetime for our clients and their customers.

Your responsibilities:

As an Accounts Payable Assistant at Tour Partner Group, your key responsibilities will include:

- Communicating with relevant suppliers to process invoicing or payment queries
- Attaching the correct documentation to invoices and reconciling purchase orders to invoices received
- Posting invoices and credit notes and ensuring they're coded correctly in the system
- Preparing monthly supplier statement reconciliations
- Preparing and processing supplier payments and ensuring that a senior Finance Manager has signed all payments off
- Ensuring that all accounts payable activities comply with relevant financial policies and procedures
- Investigating and resolving outstanding creditor items
- Resolve payment supplier queries within the agreed time frames
- Liaise with Finance Team on setting and achieving Group cash flow targets
- Post and allocate all multi-currency bank postings across all entities
- Regularly review Aged Creditors reports



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- Produce weekly cash analysis for the GBP & Euro Bank accounts
- Credit Cards and Cash expenses imputing to Finance software
- Maintaining the accounts inbox and passing emails onto relevant individuals
- Managing Supplier deposits, prepayments and proformas
- Liaising with suppliers to ensure good working relationships are maintained
- Maintaining strong working relationships with other internal teams and departments to ensure regular two-way communication around all financial issues

Your profile: Skills & Experience

We are looking for an individual with the following skills and qualifications:

- Min. 6 months experience in Accounts
- Good numeracy skills
- Understanding of creditors ledgers
- Proficiency in Microsoft Office Packages, especially Excel
- Good time-management and organisational skills
- Attention to detail and accuracy

What we offer

At Tour Partner Group, we believe in rewarding our team members. By joining us, you will enjoy:

- **A dynamic and international work environment**, collaborating with colleagues from over **20 nationalities**.
- **Familiarisation trips** to enhance your first-hand knowledge of our destinations.
- **A holiday increase** with years of service, up to **25 days**.
- **A contribution towards gym membership** to promote well-being.
- **An extra day off on your birthday**, because celebrating is important!
- **One volunteering day per year** to support a cause you're passionate about.
- **Annual social events** to celebrate our shared successes.
- **TPG Travel Club discounts** to explore our destinations in your free time.
- The opportunity to become a **Value Champion**, earning a **Discover-Our-Destination reward** for an exciting explorer getaway.



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- **A structured development programme with on-the-job training**, ensuring you reach your full potential.
- A **collaborative and supportive team culture** where every member is valued.
- Opportunities for **career progression**, moving into new roles within the company.

Additional Information

- **High Season Period:** Please note that from **1st May – 31st August**, the workload may be heavier, and overtime may be required. Overtime is compensated as time off in lieu.
- **Work Location:** This position is based in **London, UK**, with the possibility of hybrid working depending on the role.

Our Values

At Tour Partner Group, our values guide everything we do:

- **Partnership** – We collaborate as a team to succeed and hold our colleagues and business partners in high esteem.
- **Inspiration** – We inspire confidence in others through our knowledge and expertise. We seek and embrace change.
- **Respect** – We are open to new ideas, cultures, and experiences. We value honesty and transparency.
- **Passion** – We share our love for travel and encourage others to explore our destinations. We aspire to be the difference that makes the difference.

Our Commitment to Sustainability & ESG

- We recognise the part we play as a tourism business. We believe in the **positive force and impact** of responsible business on our collective future—one that is sustainable and contributes **not only to ourselves and our clients but also to the planet and society as a whole**.
- Internally, we have taken active steps to **reduce our environmental footprint** by limiting printing, switching to **digital business cards**, and ensuring that **business travel is only undertaken when essential**. Additionally, we encourage our employees to **give back to the community** through our **1 volunteering day per year** initiative.
- Find out more about our sustainability efforts: [Tour Partner Group ESG Policy](#)



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How to Apply

If you're excited to be part of a team that delivers exceptional travel experiences, we'd love to hear from you!

- Please send your **CV and cover letter** to global.recruitment@tourpartnergroup.com with the subject line: **Application for Accounts Payable Assistant – Your Name.**
- If you have any questions about the role, please contact **Bianca Chiru** at bianca.chiru@tourpartnergroup.com.

We look forward to welcoming you to the Tour Partner Group team!

www.tourpartnergroup.com

