

Management Accountant



Location: London, United Kingdom

Department: Finance

Reporting to: FIT Finance Manager

Contract Type: Maternity cover, 1 year, 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 **Management Accountant** to join our team in **London**. In this role, you will be responsible for **month end transactional processes, statutory audit support, business partnering, financial analysis and balance sheet reconciliations**. 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 a Management Accountant at Tour Partner Group, your key responsibilities will include:

- **General Ledger Maintenance:** Responsible for maintaining the general ledger for your designated entity, ensuring the accuracy and completeness of financial data
- **Balance Sheet Reconciliations:** Perform comprehensive balance sheet reconciliations to ensure that all financial accounts are accurate and balanced
- **Bank Reconciliations:** Responsible for reconciling bank statements, ensuring that financial records match actual bank transactions, and promptly resolving any discrepancies
- **Send Daily Cash Balances:** Communicate daily cash balances to the finance team, ensuring that the organization has up-to-date information on available cash
- **Process Overhead Invoices:** Oversee the processing of invoices related to overhead expenses, ensuring accurate and timely recording while adhering to financial policies
- **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
- **Process Intercompany Journals:** Execute and record intercompany transactions, maintaining accurate records of financial transactions between affiliated entities within the organization



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- **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
- **Monthly P&L Analysis:** Support the FIT 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 FIT 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
- **Providing Information for Audits:** Collaborate with auditors to provide necessary financial information and documentation for internal and external audits, maintaining compliance with auditing standards
- **Contribute to Projects:** Play an active role in various financial projects, such as process automation and the enhancement of current financial processes and reports

Your profile: Skills & Experience

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

- Proven experience in accounting and financial management
- Strong proficiency in financial software and Microsoft Excel
- Excellent analytical and problem-solving skills
- Attention to detail and ability to meet deadlines
- Strong communication and interpersonal skills
- Professional accounting qualification (e.g., ACCA, CIMA, AAT) is a plus

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.
- **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**, 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.



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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](#)

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 Management Accountant– 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

