

Job Title – Accounts Assistant

Full Time – 35 Hours/week Mon-Fri

Location – Lemsford Village, Hertfordshire with optional hybrid working

Role

Providing excellent financial support to the business by being responsible for our account's payables for all our cost of sales items. Also, to help produce and comply with all Travel Industry regulatory/insurance compliance requirements.

Main Responsibilities:

Accounts Payable – Cost of Sales – Reporting to Finance Supervisor

- Posting and process invoices to correct Tours
- Raising payments online
- Close communication with budget holders to ensure terms are met
- Establish a monthly list of accruals for un invoiced Tours
- Use our Tour Profitability report to investigate variances

Regulatory Reporting – Reporting to Finance Director

- ATOL monthly reporting
- ABTA quarterly reporting
- Support on annual renewals for ATOL, ABTA, IATA, AITO
- Supporting the annual renewal for all business insurance requirements

Ad-Hoc

- Provide cover for other members of the finance team
- Get involved with one off projects to help the business and the team

Qualifications, Skills, Experience, Behaviors:

- Previous experience of working within a Finance Team, specifically responsibility for Accounts Payable, including overseas payments
- Strong excel skills
- Experience using Access Accounts & online business banking (Desirable but not essential).
- To be able to work to strict deadlines – daily, weekly, monthly, and annual
- To have good attention to detail and ensure that each task is performed according to expected procedures
- Good communication skills, particularly when liaising with other teams to ensure work between team is properly controlled and actioned

About us:

RWH Travel have been successfully providing outstanding, small group, expertly guided walking holidays since 1946. We believe that the world is more beautiful on foot, whether that be exploring worldwide destinations, walking some of Europe's epic trails, or getting off the beaten track across the UK.

RWH Travel trades as Ramblers Walking Holidays and Adagio. Both offer itineraries for novices or the more experienced walker.

As a social enterprise, the profits generated from our tour operating activities have, over the years invested millions of pounds into causes that support and promote walking. Much of this is done through the Ramblers Holidays Charitable Trust, investing in small grants to larger projects such as the Ramblers "Don't Lose your Way" campaign.

Based in the beautiful Lemsford Mill near Welwyn Garden City.

The job holder should adopt an approach to their work and colleagues corresponding with the company values. The company values reflect five key areas: "Sharing the Passion", "We get it right first time", "We help each other", "We are honest and caring", and "We're always getting better".

Benefits:

- Salary £25k - Full Time 35 hours/week Mon-Fri
- 20 days holiday (plus bank holidays) increasing to 25 after 5 years service
- Company pension scheme
- Death in service scheme
- Employee Assistance Program
- Option to join company healthcare, cycle to work, childcare voucher schemes

To apply please attach your CV and cover letter to Wendy Webster (Finance & HR Manager) at wendy.webster@rwhtravel.com