
Job Title: Finance Assistant

Location: Cambourne Head Office, (with option to work from home two days per week, after initial training)

Salary: Competitive

Reporting to: Finance Manager

Feel part of an established family run company that cares about their staff - Over 50% of our staff have been with Premier for over 10 years, which says a lot about our company ethos and experience in selling holidays. Once you join us you will not want to leave!

Hybrid Working – we recognise that work life-balance is a high priority. Our hybrid working allows you to split your time working from head office and home, which strikes a great balance. After initial training we offer our head office teams to work from home 2 days per week.

What are we looking for?

We are looking for enthusiastic and motivated individuals who are looking to make a difference at an award-winning travel company within our fast-paced finance team.

Job summary

You will support the finance team by maintaining up to date and accurate records for all the Accounts Payable transactions for the relevant companies. Ensuring that we are always aware of our costs, liabilities and required cashflow. You will positively nurture relationships with our suppliers and colleagues through honest and timely communication.

Main duties and responsibilities

- Ensure the accurate and timely processing of all Supplier invoices to recording of costs and liabilities.
- Maintain an accurate and up to date record of all matched/unmatched and over matched transactions.
- Ensuring any discrepancies are reviewed and relevant action taken.
- Provide an up-to-date Creditors Report periodically highlighting any issues/opportunities.
- Process all Supplier payments in line with agreed credit terms through the company bank accounts via online banking.
- Reconcile all supplier statements regularly highlighting any unresolved issues to the wider finance team.
- Assist in the monitoring of all foreign currency requirements to ensure we manage cashflow.
- Maintain relationships with all suppliers following up on all queries to ensure that outstanding issues are kept to a minimum.
- Support the Year End process and the Annual Audit.
- Constantly seek improvement to the internal finance processes through working practices, information, systems.
- Undertake other tasks as requested by Finance Manager within limits of capability and training.

A bit about Premier

Premier Travel Group (made up of Premier Holidays and Premier Travel) are an independently owned, family-run travel company that has proudly been operating locally for over 85 years. Over half of our team of 220 have been with the company for more than 10 years, which says a lot about our company ethos and experience in selling holidays.

Our business can't be done without our people, we want them to be proud to work for Premier and consider them to be part of the Premier family.

Successful applicants should have the following attributes:

- Above average skills and experience in Excel and Data manipulation through Vlookups/Pivot Tables and complex formulas
- Level 2 or 3 AAT or equivalent qualification
- Previous experience in a similar role
- Show excellent attention to detail
- Have very good organisation skills
- Thrive under working to deadlines
- Be a team player
- Possess good communication skills
- Pick up different systems easily (with training)
- Previous knowledge of SAGE an advantage, but not required

What's in it for you?

We are a friendly bunch, we listen to our staff, treat everyone fairly, celebrate long service and loyalty, are flexible, fun, and sociable to create the best environment we can for our employees to flourish. We offer:

- Hybrid working enabling flexibility and convenience with 2 days working from home.
- 29 Days Holiday Inclusive of Bank Holidays.
- Regular social events: Summer Party, Christmas Party, Quiz nights and brochure launches.
- Great discounts on your own holidays (plus generous friends and family discounts).
- An invitation to become part of the Premier family and experience a supportive company culture that fosters teamwork and cross-department collaboration.
- Being treated as a person, not a number! We value all our employees and strive to create an inclusive and welcoming work environment.
- Long service awards and events.
- Free on-site parking.
- Free Fresh Fruit in the office.

What are the hours for the role?

37.5 hours, 5 days per week Monday to Friday 09:00 to 17:30 with an hour's lunch.