

FINANCE ASSISTANT
360 PRIVATE TRAVEL LTD

We are a dynamic and expanding, luxury international travel business seeking a Finance Assistant to join our fantastic team. This is an exciting opportunity for the right candidate to take on this full-time role in a small but busy accounts department based in Sevenoaks.

Some of your duties will include:

- Investigation and resolution of supplier and travel partners queries
- Processing and payment of supplier and overhead invoices
- Preparation and monitoring payment of sales invoices and collection of commission income
- Preparation of monthly client statements
- Preparation and submission of monthly ATOL returns
- Monitoring and payment of staff expenses
- Daily recording and reconciliation of income and payments from bank records
- Assist with the reconciliation of financial records

Full job description available on request.

Skills And Experience

- Previous experience in an accounts role essential
- Excellent verbal, written and listening skills
- High level of numeracy
- Computer literate including in Excel. Knowledge of pivot tables an advantage
- Team player

This position is based in our Head Office in Sevenoaks.

Please visit our website for more information 360privatetravel.com. We will only respond to candidates who we consider suitable for the role.

Please email your CV to careers@360privatetravel.com