

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.

This is an office based role, working Monday to Friday, 40 hours per week

**Your duties will include:**

- Investigation and resolution of supplier and travel partners queries
- Processing and payment of invoices
- Preparation and monitoring payment of sales invoices and chasing commission income
- Monthly reporting to licence authorities
- Preparation and submission of monthly VAT return

**Skills And Experience**

- Previous experience in an accounts role essential
- Previous experience in travel is an advantage but not essential
- Excellent verbal, written and listening skills
- Ability to work independently as well as collaboratively in a team environment
- Strong attention to detail and accuracy
- Proficiency in using Microsoft Office Suite (Excel, Word)
- Knowledge of Pivot Tables and VLOOKUP an advantage but not essential
- Takes a proactive approach to tasks

Job Types: Full-time, Permanent

**Salary**

£28,000.00-£30,000.00 per year

**Benefits**

- Additional leave
- Casual dress
- Company pension
- Flexitime

**Schedule**

- Monday to Friday

Work authorisation:

- United Kingdom (required)

**Ability to Commute:**

- to Sevenoaks