

EST 1974

ITC TRAVEL

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Job Title:	Finance Assistant – Purchase Ledger	
Reports To:	Management Accountant	
Location:	Chester	
Job Family:	Level 2	Finance

Job Purpose:	<p>To be responsible for the timely and accurate processing and payments of accounting transactions, to support the provision of complete and precise financial reporting.</p> <p>To support the Management Accountant and wider finance team with financial information that facilitates decision making.</p>
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Key responsibilities:	<ul style="list-style-type: none">• Process transactions, enter invoices on the accounts system and make payments, ensuring they are actioned in an accurate and timely manner• Authorise multi-currency invoices on the reservations systems and produce relevant reports following Company procedures• Request approval for overhead invoices for prompt return and make payments in line with contractual agreements• Review and process staff expense payments, ensuring that all requests adhere to the Company procedures• Reconcile any discrepancies and errors identified by communicating with internal stakeholders, ensuring a satisfactory resolution• Work alongside the Management Accountant in all aspects of the finance function to support accurate and prompt preparation of financial reports• Maintain relationships with suppliers, including producing supplier statements and responding to queries• Be a key point of contact for all initial purchase ledger queries, resolving where possible and escalating if required• Support in the development of finance processes, controls and procedures, to ensure that the finance function runs smoothly and efficiently• Work with other departments and teams within the ITC portfolio to the benefit of the wider business• Any other duties and tasks required as directed by your manager
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Education, skills & experience	<ul style="list-style-type: none">• Educated to A level or equivalent• Experience working within a finance department desirable
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	<ul style="list-style-type: none">• Knowledge of accounting software e.g Microsoft Dynamics• Strong numerical skills• A willingness to adopt a "hands on" flexible approach to all aspects of the role• Strong organisational and time management skills with the ability to prioritise and meet deadlines• Excellent attention to detail and a sense of personal accountability, take pride in the work produced• Positive, enthusiastic, and helpful with a strong team ethos• Proficient in the use of IT including Microsoft Office suite, particularly MS Excel.• Passion or interest in the travel industry desirable
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