



Job Title: Management Accountant

Location: Tunbridge Wells - Office Based Role

Reporting to: Financial Director

As a fast-paced Travel Management Company, we are looking for a Management Accountant to join the team. CT Travel Group Ltd was established in 1988 and operates from 2 main locations, Tunbridge Wells and London. Dealing in both the Corporate and Leisure markets, the business is rapidly growing with turnover of £35m+.

The candidate should ideally be part qualified, with at least 3 years' experience in a similar financial role.

THE ROLE:

Key Accountabilities:

To assist with the smooth running of the accounts department

- Developing, improving, and maintaining procedures and internal controls over financial transactions within the firm are conducted efficiently and accurately
- Assist with the VAT Returns & TOMS Calculations
- Overseeing the reconciliation of Vendors/Suppliers
- Overseeing the authorisation of expenses/overheads
- Overseeing the reconciliation of sterling and currency bank accounts
- Preparation of the CAA & ABTA quarterly reports
- Assist with the annual regulatory licence renewal process for both CAA and ABTA
- PCI DSS /PSD2
- Ensure strict balance sheet control which complies with internal and external ratios
- Overseeing any VAT implications within the company, audit of VAT and make sure all personnel are aware of all VAT issues
- The preparation of the monthly management accounts
- Working with the FD to prepare annual Accounts, including preparation of draft statutory accounts to audit standard
- Liaison with Auditors
- Ad-Hoc Reports - support the operational business decision making process by using financial and non-financial data
- Reporting to Senior Management
- Bank Liaison
- Any other tasks which will support the Financial Director

<p>Required</p> <p>Minimum Skills & Experience:</p>	<ul style="list-style-type: none"> • Part qualified as ACCA/CIMA/ACA • Licence renewals (CAA and ABTA) • Compliance industry standards • Preparation of statutory accounts to audit standard • Business analysis skills/experience • VAT Returns • Excellent computer skills • Advanced Excel spreadsheet skills as well as PowerBi • Strong attention to accuracy and detail
<p>Advantageous</p> <p>— skills or knowledge in some of the following areas:</p>	<ul style="list-style-type: none"> • Travel industry experience • Sage Line 50 • Dolphin Dynamics – Travel Back Office System • PCI, DSS • CAA & ABTA returns • TOMS Calculations
<p>Personal Skills or Characteristics</p>	<ul style="list-style-type: none"> • Driven by results and can prioritise • Strong verbal and written communication skills • Trusted with sensitive business data and processes • Has a natural and methodical approach and is able to identify solutions • Positive attitude, determined to find solutions and make improvements to business process • Team player

OUR OFFER:

- A competitive salary based on skills and experience
- Opportunities for career growth and personal development, you will gain exposure in many different parts of our business
- The ability to influence change in the business
- To work closely with senior members of the team
- To be trusted with sensitive and important business duties
- 10-minute walk from mainline station
- Free use of onsite staff gym with PT sessions (TW office only)
- Social and wellbeing events throughout the year
- Informal dress code
- Staff relaxation area with TV, games, a pool table & table tennis (TW office only)
- Staff discount on worldwide holidays
- Staff rewards and discount schemes
- 22 days holiday per year, plus public holidays – increasing to 27 days with length of service
- Company reward Scheme for milestone anniversaries with the company
- Work for an Investors in People employer