

Operational Finance Executive Full Job Description

Job Title	Operational Finance Executive (Initial Six Month Contract)
Department	Finance
Reports To	Financial Controller
Direct Reports	None
Working Hours	Primarily 09.00-17.30 Monday to Friday
Overview	You'll work closely with the Financial Controller to ensure the smooth running of the Finance department whilst looking after overseas supplier costs.

Duties	<p>Customer Banking: Reconciling daily banking, updating the overdue client debtors list, issuing overdue final balance reminders and proof of payment in order to satisfy CAA/ABTA legal requirements, processing holiday deposits in order to confirm bookings, and chasing overdue final balances.</p> <p>Overseas Finance: Monitoring booked hotel stays in order to communicate discrepancies or chase missing confirmations, generating monthly hotel payments list and weekly transfer lists, controlling internal supplier purchase ledger, supporting the compilation of monthly management accounts, and developing strong relationships with overseas hoteliers and suppliers.</p> <p>Client Insurance Policies: Generating and submitting monthly returns for client travel insurance policies issued, including IPT, according to client requests.</p> <p>Reservation System: Loading tour information onto the system where required and ensuring overseas staff and suppliers receive Ground Handlers Reports, which are automatically generated by the system.</p>
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Competencies	<p>You're a finance champion with working knowledge of Sage and overseas payments, preferably in the travel industry. Your interpersonal skills are unmatched and you genuinely care about the details.</p> <p>Organisation is in your nature and you're comfortable working to tight deadlines. You're tech-savvy and solutions-oriented, whilst being mindful of confidentiality when dealing with sensitive information.</p> <p>You find satisfaction in prioritising your workload whilst maintaining a flexible and proactive approach to your responsibilities, whether you're working autonomously or as part of a team.</p> <p>Good geographical knowledge of Europe and an interest in active holidays are a distinctive advantage!</p>
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General enquiries

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