POSITION: Finance Assistant
SALARY: £18,000 – £25,000 per annum dependent upon experience
CONTRACT: Permanent, full-time
LOCATION: Derby

THE COMPANY
At Rayburn Tours, inspiring young minds and creating unforgettable experiences is at the heart of what we do.

Group travel specialists since 1965, we are an independent, family-run business based in Derby. Our ever-growing team of almost 100 employees is dedicated to creating tailor-made, international trips for over 23,000 passengers each year. Specialising in educational trips, ski trips and sports tours for schools, as well as concert tours for all types of youth and adult ensembles, we aim to inspire our groups to seek adventure, embrace other cultures and learn new skills.

Our sister company, Venture Abroad, offers activity holidays for uniformed youth groups (such as Guides and Scouts) and works closely with the Trefoil Guild to provide an event management service for their Annual Meeting.

We organise a comprehensive package which is comprised of travel arrangements, accommodation, excursions, full itinerary planning and insurance, as well as a multitude of tour-specific extras including organising venues and publicity for concert tours and study handbooks (linked to the National Curriculum) across a wide variety of subjects for educational tours.

THE POSITION
We are looking for a Finance Assistant to join our Finance Team.

The successful candidate will be responsible for:

- Daily processing of
  - sales receipts (BACS, cheques and credit/debit card)
  - sales and purchase invoices
  - bank statement transactions (sterling and currency)
  - purchase orders
- Accurate and timely postings to all associated systems (Sage 200 & our bespoke tour management system).
- Control and processing of Company debit card payments.
- Weekly payment runs.
- Processing of petty cash and expense claims.
- Monthly bank reconciliation.
- Proactive debtor and creditor management.
- Resolving supplier and bank queries.
- Providing additional support to the Finance team when required.
- Ad hoc support producing analytical reports.
- Monthly currency revaluations.
- Monthly tour insurance declarations.

Based at our Head Office in Derby, the position is a permanent contract working 37.5 hours per week.
The Company operates a Flexible Working Programme for all full-time staff which enables a choice of one of 4 bands to work per week between 08:00 – 18:00hrs.

CANDIDATE SPECIFICATION

Essential Skills & Experience:
• Hold or are working towards AAT / CIMA
• Excellent organisational skills and attention to detail
• Accuracy in data entry
• Strong IT and analytical skills, in particular with Excel
• A minimum of 2 years previous experience working within a finance team preferably in Purchase and Sales Ledger
• Proven track record of successfully working to deadlines (daily, weekly and monthly)
• Excellent customer service skills
• Effective communication skills with external customers i.e. suppliers, financial institutions and clients

Beneficial Skills & Experience:
• Working knowledge of Sage Accounts 200
• Working knowledge of online commercial banking systems
• An understanding of UK VAT classifications

BENEFITS
• A basic salary of £18,000 - £25,000 pro rata per annum
• A bonus scheme based on Company Net Profit
• 24 days holiday per year (increasing with length of service to a maximum of 27 days) in addition to all public holidays
• Cycle to Work and Healthcare Cashback schemes
• Contributory pension scheme
• Flexible Working Programme

HOW TO APPLY
Applications should be addressed to Katie Boyden and include a CV with a covering letter stating:
• Your current role and salary
• Where you saw this vacancy advertised
• Why you are a suitable candidate for this position

Please email your application to recruitment@rayburntours.com or post it to:

Joint Managing Director
Rayburn Tours Ltd
Rayburn House
37 Brunel Parkway
Pride Park
Derby
DE24 8HR

Closing date: 28th February 2020