

Role Title: Travel Management Accountant

Department: Finance

Job Family: Professional Services and Administration

Job Level: Level 7

About the role:

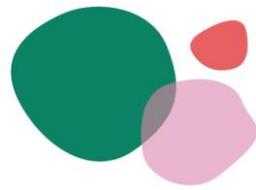
This role is key to delivering financial reporting for the Travel division, including monthly management accounts and commentaries, balance sheet reconciliations and statutory audit deliverables. In addition, it will own the detailed analysis of margin, the reporting of KPI's and trend analysis.

The role supports the budget and forecasting processes and will also work with the Commercial Finance team to devise and challenge appropriate assumptions and key drivers.

Situations may arise that require the post holder to perform other duties or tasks as may reasonably be requested by the Society.

What you'll be doing:

- Responsible for the accurate and timely production of financial reporting for the Travel division including, but not limited to, management accounts, management information and balance sheet reconciliations
- Work with other areas of finance to support the financial analysis (profitability, working capital etc...) of the various Travel sales channels
- Develop and improve financial processes, procedures and risk management to ensure the control environment is robust and in line with the highest professional standards and the needs of the business.
- Ensure finance processes and systems are sufficiently robust and automated to support the planned growth of various Travel initiatives e.g. online
- Preparation and submission of statutory year end and half year audit documentation.
- Responsible for the financial integrity of the division's systems and its interfaces with central Finance systems. Ensure these solutions remain appropriate for the complexity of the division and its future plans.
- Responsible for identifying, communicating and mitigating all risks to accounting and reporting controls



- Key SME for the Travel division on the Finance workstreams of any operational system upgrade or implementation
- To work closely with the wider Finance team and provide financial business support on an ad-hoc basis.
- Provide financial evaluation to support process of delivering appropriate bonds, licenses and banking facilities. These currently include ATOL/CAA, ABTA and Merchant Acquirers.

About You:

You will be an experienced Management Accountant with a track record of delivering multiple tasks at quality and to tight deadlines.

Experience of the Travel & Leisure sector desired but not essential.

Adept at handling large volumes of data and enjoys using data to support analysis and decision making.

Strong customer focus and a commitment to quality and service.

Scope:

- Reports to: Management Accounting Manager
- Budgetary Control: N/A.
- Key internal contacts are management accounts team, Travel Business Partners, Head of Finance, Executive and Leadership team and the wider finance team..
- Key external contacts of external audit bodies and third party suppliers