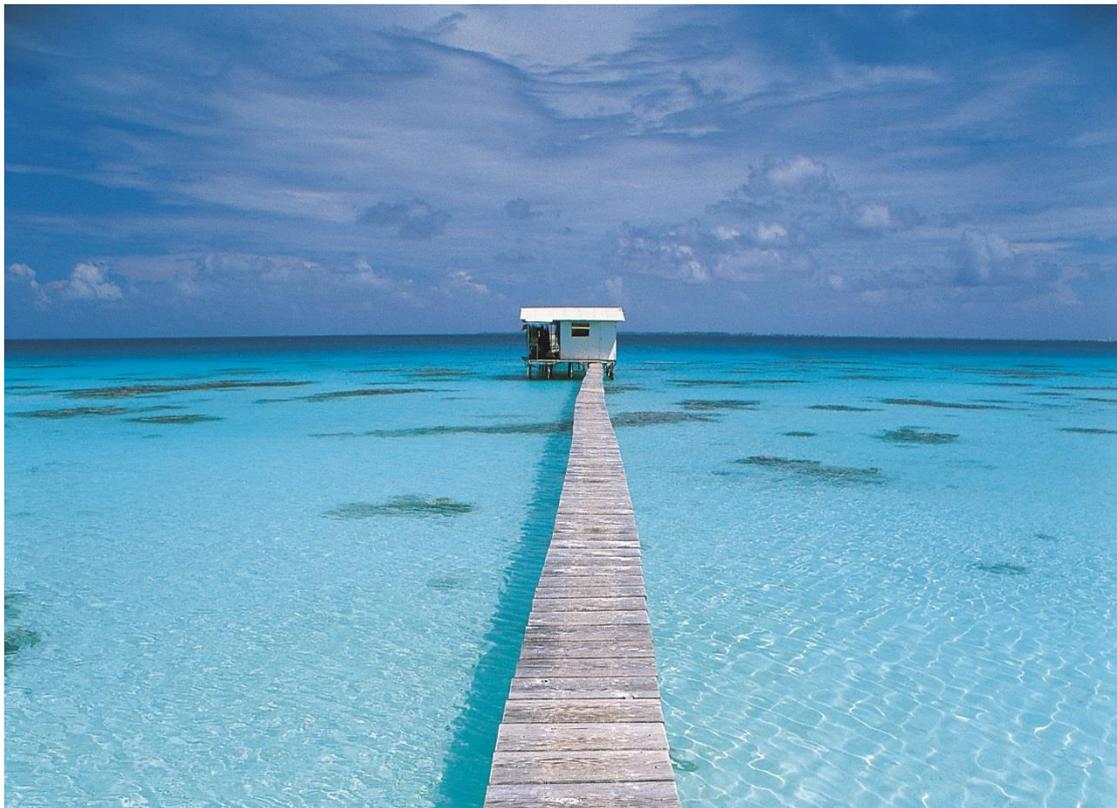


Turquoise

The Turquoise Holiday Company

Job Description

Accounts Manager/Financial Controller



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01494 678400



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Why Turquoise

The Turquoise Holiday Company is an award-winning tour operator specialising in bespoke, long haul honeymoons, family holidays and tailor-made, once-in-lifetime journeys to East and Southern Africa, the Indian Ocean, Sri Lanka, Asia, Australia, New Zealand, the South Pacific, the Middle East and the Caribbean. Established in 2002 we have built our business by creating unique and authentic experiences which offer our clients not only the best service, advice and experience, but the chance to embrace the essence of a destination, 'live as a local' and have a truly Turquoise journey. Our aim is to put the excitement and romance back into the travel experience and our luxury is about space, privacy, passion and style. Our partners throughout the world are the very best guides and hosts, whose engaging enthusiasm and genuine hospitality are all part of the Turquoise experience. Our team of experts hand-pick properties which celebrate the culture, gastronomy, architecture, nature and spirit of their locations.

Join our team

We are excited to be recruiting for an experienced Accounts Manager to join our dynamic, fun and growing travel company. We are extremely proud to be one of the only family owned and run operators of our size in the UK and have seen significant growth over the past three years. We strive to offer a friendly and inspirational workplace with ongoing training, continual development, a strong social committee and the opportunity to further successful careers within the travel industry.

Overview of the role

This is a full time role based in our Beaconsfield HQ. We are a small company so this is very much a hands-on role. The key responsibility of the Accounts Manager is to plan and prepare the company's budgets and day-to-day accounts and to ensure the company is on track to achieve its financial goals through monthly management accounts. This is a key role within the company and the successful candidate will need to be an effective communicator and willing to devise and implement new accounting processes to improve efficiency. The role will involve every aspect of the company's numbers, from helping with the sales commissions to overseas FX planning and transactions. Travel accountancy experience would be preferable but not essential. The candidate will be joining a company with ambitious growth plans and the desire to improve profitability in all aspects of the business.

The successful candidate will report directly to the Managing Director and the company's Board of Directors.

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(Unfortunately, we are not based here – but we are the UK's number one Tour Operator to The Islands of Tahiti)

Key duties of the role

- Processing and administration of bank receipts, purchase invoices and supplier payments, including International FX payments to overseas suppliers
- Responsible for month-end, preparing and posting journal entries, payroll, depreciation/amortisation, prepayments, accruals and balance sheet reconciliations
- Monthly reconciliation of GBP and FX bank accounts
- Good understanding of month-end accounting procedures and preparing Monthly Management Accounts
- Preparing and authorisation of monthly payroll
- Monthly HMRC PAYE, NI payments and quarterly VAT returns
- Preparation and maintaining of yearly and monthly budgets, cash flow and forecasts
- Assisting with year-end reporting, dealing with Auditors queries and year-end accounts
- Managing Debtors and Creditors
- Liaising with the Marketing Department to manage the financial aspect of joint marketing activities
- The position also includes some HR roles including Payroll, Employment Contracts and maintaining the Auto Enrolment Pension Scheme.

Core Competencies Required

- A natural affinity with the Turquoise brand and a true passion for travel.
- Minimum three years' experience within accounts in the travel industry would be preferable.
- Experience in managing cashflow and preparing management accounts.
- Proven experience and success in planning, implementing and reporting on budgets
- Proficiency with data for analysis and strategy management.
- Outstanding communication skills.
- Experienced in Sage line 50, Excel, Word, Outlook
- An understanding of TOMs Accounting
- Knowledge of Travelink preferable, although training will be given
- Managing a team currently of two.

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- Attention to detail.
- Excellent organisational and presentation skills.
- Ability to work independently and to multi-task to make things happen.
- Smart, professional and passionate disposition.
- Hands on approach and a willingness to learn new skills.

Remuneration

- Base salary dependent on experience
- Continual training and development
- 28 days annual leave inclusive of bank holidays

Where are we based?

Turquoise HQ is based in a converted barn in leafy Old Beaconsfield, Buckinghamshire. Public transport links are good, but a car offers the best means of transport to and from work unless commuting from London. We also have a beach house inspired office on the Northcote Road in Battersea, which we opened in 2013.

Conditions of employment

- The receipt of satisfactory references prior to the start date
- The completion of an initial three-month probationary period
- Contractually able to commence employment within 1-2 months.
- All applicants should be able to accept legal employment in the UK

How to apply?

Please send the following to james.bell@turquoiseholidays.co.uk

1. CV & covering letter including relevant experience.
2. Ideally, we would prefer face-to-face interviews but initial contact may be made over Teams or Zoom.

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