

Job Title: Finance Assistant

Reporting to: Accounts Payable & Receivable Manager (Tours)

Main purpose of the role

Responsible for ensuring the accurate processing of financial transactions and reconciliation of bank accounts as part of the Finance team within the PGL Beyond Tours Division.

Duties include the accurate and efficient processing of supplier invoices, receipts and payments, assisting with cashflow forecasting as required.

This role will report to the Accounts Payable & Receivable Manager for PGL Beyond Tours Division, assisting with achievement of the departments targets and objectives.

As part of PGL Beyond you'll be creating unforgettable learning and adventure experiences that make a real difference to the lives of young people. Our incredible team has always been the secret to our success. Our people are our future and we take great pride in matching your hard work with a promise to look after you and your career.

Responsibilities

Purchase Ledger – All entities currencies

- Verify supplier invoices against contracted rates or original tour quotations, identifying and resolving discrepancies promptly.
- Ensure timely processing and accurate coding allocation of all invoices received on to finance system, maintaining detailed records for audit purposes.
- Weekly (twice weekly during peak periods) download, preparation and allocation of Precision Pay to corresponding tours.
- Weekly download, preparation and allocation of flight costs on the BSP.
- Process supplier payment runs accurately and efficiently, in accordance with agreed payment terms.
- Ensure supplier statements are reconciled and any missing invoices are followed up accordingly.
- Liaise with suppliers by phone and email to ensure timely resolution of any invoice queries.
- Work with internal departments to address supplier-related issues.
- Set up and maintain suppliers within the accounting system, ensuring any changes are verified and amended. Promote relationships with suppliers to maintain favourable business terms and ensure accurate updates of supplier details, while also supporting effective internal finance services through relationships with internal customers.
- Filing of invoices / paperwork to ensure efficient retrieval.

PGL Beyond Job Description



Cashbooks

- Process and reconcile on a rotating basis, client receipts (BACS and Cheques/Giro credits), supplier payments, direct debits and any other transaction processed via the bank.
- Ensure bank reconciliations are completed on a daily basis.
- Ensure discrepancies / queries are resolved prior to month end closedown.
- Process and reconcile credit card payments taken via PDQ machine. Assist other teams in taking payments where required.
- Processing of refunds to clients, ensuring records are updated in the relevant systems.

Client Trust accounts

- Processing weekly claims for extracting client receipts from Trust.
- Processing monthly claims of low cost air claims for extraction from Trust.
- Assist with any Trust queries arising from weekly claim submission.
- Prompt transfer of Air monies from Trust account to Operational bank account.

Other

- Assist team members within the Finance Team and across other business areas as needed.
- Promote and maintain exceptional levels of communication with internal customer and external suppliers/clients.
- Participate in training, activities, and projects as required to achieve departmental and overall business objectives.
- Adopt a continuous improvement approach and work with stakeholders to develop streamlined, high quality and efficient processes.
- The post holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post.

Useful Information

Our Finance Accounts function is transforming to better position us to assist the business as we move into the future. As such, our roles are likely to evolve. Therefore, whilst this job description provides an overview of the main duties, it is not intended to be exhaustive and it is anticipated that the contents will change over time whilst remaining within the broad remit of the role.

PGL Beyond Job Description



Person Specification

Education, Experience & Achievements	Essential	Desirable
Previous experience of working in a similar role	✓	
Experience of transactional processing and resolving queries.	✓	
Experience of reconciliations, to include bank reconciliations.	✓	

Skills & Knowledge	Essential	Desirable
Competence in use of Microsoft Excel and Outlook		✓
Excellent computer skills		✓

Personal Attributes	Essential	Desirable
Evidence of working to deadlines		
Positive and proactive approach to change and actively looking to improve processes and procedures		
Common sense, pragmatic, practical approach, with the ability to make good decisions		
Proven problem solving, analytical and logical approach		
Excellent attention to detail		
Excellent written and verbal communication skills. Able to communicate with financial and non-financial stakeholders		
Able to communicate and challenge effectively		
Prioritisation skills to manage time and workload of self		
Planning & organisational skills		

Additional requirements	Essential	Desirable
Enhanced DBS check	✓	

Additional information

Environmental & Social Governance (ESG)

You are required to uphold and champion our Better Beyond Adventure Environmental Social Governance strategy whilst assisting our B Corp certification.

This requires personal, departmental and company-wide level participation through ongoing engagement in discussions and decision-making around ESG, upholding company and department ESG goals and targets in your role as an ally.

PGL Beyond Job Description



Our Better Beyond Adventure strategy means we all have a role to play as part of our day job. This varies from team to team and by role. However, as standard it is now a requirement for each role to appreciate how they contribute to delivery of BBA across the three pillars:

- Our places, our planet
- Champions of wellbeing
- Playing our part

And by delivering our BBA goals you will also be assisting our B Corp certification and role modelling our PGL Beyond values.

Equal Opportunities/Safeguarding

We pride ourselves on hiring the best people, and recognise the importance and benefits of a diverse and inclusive team. However, the protection and safeguarding of our colleagues and the young people visiting our centres is our primary concern.

Our Values

Our company values of teamwork; quality; safety; respect; inclusivity and fun define our beliefs, and underpin everything we do. Though simple on the surface, when combined, these values create the exceptional experience that sets PGL apart for both our guests and colleagues.

‘Lend a Hand’

Lend a Hand provides a valuable opportunity to gain insight into the fantastic work that our PGL centre colleagues are doing every day. During our Lend a Hand weeks, members of our Support Centre teams take time out of their normal routine to work on Centre in areas such as Catering and Housekeeping, enabling us to work closely with colleagues we don't usually work alongside in a job role other than our own, whilst also providing valuable help to our centres at times when they need it the most.

Right to amend

The company reserves the right to amend the job description in consultation with the colleague to reflect changes in the role.

Job description updated on 16/10/2024.