

Job Title: Finance Assistant

Reporting to: AP and AR Manager

Main purpose of the role

Support in the effective running of the Accounts Payable function, including (but not limited to) the end-to-end management of supplier accounts, the payment of suppliers, assistance with the calculation of accruals, dealing with supplier queries, input into cash management and accounts payable system management. To include both sterling and foreign currency ledgers.

Daily and monthly reconciliation of cashbooks.

Collaborate with stakeholders to implement process improvements to deliver on the Finance team ambition to streamline processes.

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 and currencies

- Monitor the processing of invoices with the P2P system (Compleat), ensuring that unprocessed invoices are cleared in a timely manner.
- Monitor and process all manual invoices as required into the P2P system.
- Process supplier payment runs accurately and efficiently, in accordance with payment terms.
- Allocating payments and invoices on a regular (at least weekly) basis to ensure that all open items are truly outstanding and ensuring any payments on account are justified and the necessary documentation is followed up.
- Optimise payment terms to ensure that maximum credit is taken without jeopardising long term relationships with suppliers.
- Ensure supplier statements are reconciled and any missing invoices are followed up accordingly.
- Reconciliation of supplier accounts, including DD accounts and complex suppliers.
- Liaise with suppliers by phone and email to ensure timely resolution of any invoice queries.
- Liaise with internal teams to resolve any supplier related queries.

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- Set up and maintain suppliers within the accounting system, ensuring any changes are verified and amended.
- Completing and filing any ad-hoc forms as and when required.
- Filing of invoices / paperwork to ensure efficient retrieval.
- Ad hoc reporting as required to support cash flow decision making.

Cashbooks

- General
 - Process and reconcile client receipts (BACS and Cheques), 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.
 - Process and reconcile credit card receipts, ensuring dealt in a timely manner.
 - Processing of refunds to clients, ensuring records are updated in the relevant systems.
 - Process all journal entries in accordance with the month end timetable.
 - Maintain the ad hoc sales ledger to include month end reconciliation.
- Client Trust accounts
 - Processing weekly claims for extracting client receipts from Trust (PGL Air).
 - Processing of low cost air claims for extraction from Trust (PGL Air).
 - Assist with any Trust queries arising.

Stakeholder Management

- Work closely with key stakeholders to ensure supplier invoice queries are resolved in a timely manner.
- Promote and maintain exceptional levels of communication with internal customer and external suppliers/clients.

Driving change

- Adopt a continuous improvement approach and work with stakeholders to develop streamlined, high quality and efficient processes.
- Identify improvements to work organisation and procedures within the team to improve business efficiencies
- Ensure effective liaison between the Finance team and other departments ensure an effective, efficient finance process
- 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 Financial 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

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description provides an overview of the main duties and responsibilities, 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.

Person Specification

Education, Experience & Achievements	Essential	Desirable
Previous experience of working in a similar role	✓	
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.

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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 27/10/2024