



# Finance Support

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## Finance Support

**Reporting to:** Finance Manager

**Line Management:** No direct reports

**Location:** Aviemore, Scotland or Kirkby Lonsdale, England or London, England  
95% office / 5% in the field  
Full time, permanent, 35 hours per week, flexible / hybrid / remote working

**Seasonality:** Your time will be split 50:50 between the Wilderness Group (predominantly Wilderness Scotland & England) and Ski Solutions. These companies are part of the Active Travel Group.

### **May - October - Wilderness Group**

This time of the year involves weekly deadlines as Wilderness trips depart along with reacting to any unforeseen issues that may arise. Purchase ledger will most likely fill your time, however, you may be required to support with guide and office team payment card transaction reconciliation.

### **November - April - Ski Solutions**

This time of the year involves weekly deadlines as Ski Solutions ski holidays are finalised and depart along with reacting to any unforeseen issues that may arise. Purchase ledger will most likely fill your time with greater focus on foreign exchange.

## Job Purpose

To support the function of the finance manager with day to day high volume transactional financial accounting focusing on purchase ledger and card transaction reconciliation.

## Key Accountabilities

- Primary - Purchase ledger management - receipt, checking, processing and filing of purchase invoices
- Secondary - Company card reconciliation - checking receipts and reconciliation of card transactions

## Key Responsibilities - Wilderness Group

- Support the Finance Manager, responsible for all areas of day to day finance administration
- Process purchase ledger invoices, plus any other purchase ledger tasks
- Follow financial processes to ensure that company card expenditure is processed and reconciled in a timely manner
- Provide an exceptional level of communication with clients and suppliers at all times
- Ensure that finance team, suppliers and clients receive all relevant information in a timely manner
- Supporting the wider team to adopt good process and practice

## Key Responsibilities - Ski Solutions

- Supporting the Accounts Payable function, with particularly focus on our large volumes of overseas supplier payments
- Identifying suppliers that have balances due, and ensuring payment is processed in accordance with agreed terms
- Identifying and investigating discrepancies between supplier records and our expected costs
- Posting transactions to our reservation and accounting system
- Preparing electronic transfers and payments in multiple currencies
- Assisting with the assessment of foreign currency requirements to pay suppliers
- Supporting the Accounts Receivable function, via reconciling and accounting for client receipts
- Supporting with general bookkeeping and bank reconciliations to ensure the accuracy of our financial records
- Review and reconciliation of credit card transactions

## Skills, Knowledge & Experience

- Relevant experience gained within the travel and tourism industry, ideally in finance administration
- Excellent IT skills with experience of cloud based CRM systems, ideally Salesforce & Xero, as well as Google Apps and Mac applications
- Experience of dealing with all parts of the tourism supply chain including accommodation, transport and other service providers
- A passion for financial administration
- Solid numeracy and IT skills, enabling you to work with Xero & Salesforce and their associated reporting systems
- Proven ability to follow financial processes, prioritising tasks and maintaining attention to detail during times of pressure
- Highly developed interpersonal skills, awareness and emotional intelligence with an ability to develop and sustain business relationships.
- A natural collaborator who enjoys working in teams with a diverse range of individuals
- A strong and clear commitment to customer service excellence and “extra mile” delivery
- Excellent attention to detail, even when faced with multiple tasks

## Diversity, equity and inclusion

Wilderness Scotland and our associated businesses are committed to diversity through inclusive practices. We are looking to improve the diversity of our teams and believe firmly in the value of varied life experiences, backgrounds and cultures in our workplace. We welcome and encourage diverse applicants for this position and will consider all applicants regardless of age, race, religion, gender identity, sexual orientation, health conditions, impairments or other characteristics.