



WST Travel Ltd, Chiltern House,  
181 Bristol Avenue, Blackpool,  
Lancashire. FY2 0FP

### **Finance Assistant Next Generation Travel Ltd**

#### **About Next Generation Travel Ltd**

Our vision is to be the fastest growing UK specialist school tour operator.

Our mission is to deliver exceptional levels of tailor-made service to schools with highly skilled and trained staff members who shall earn a reputation for being the best operators in the market.

#### **About NGT's Values and Behaviours**

The successful candidate will be expected to behave in a manner equal to the position. This role requires flexibility of hours, passion for service delivery, energy application and vision as required by the business. This role may also require the post holder to stay away from home on occasion.

NGT's behaviours are to be focused on our Customers, to listen actively, to work as a team, to empower others and to show empathy.

#### **NGT's Values are that we will have:**

**Trustworthiness**- we are open and honest with our customers and colleagues and treat them with warmth, trust and respect.

**Passion** - we are proud of our company, what our mission is and celebrate our achievements as a team.

**Flexibility** – we will work with our customers to tailor make tours at their request, pace and expected standards.

**Dynamic** – Positively drives solutions, is a forward thinker and open to change.

**Professionalism** - by consistently delivering excellence and innovation our professionalism will shine through - the NGT Difference.

All of the above behaviours will be supported by our experienced senior management team and continual learning practices.

Being part of NGT's team means that you will benefit from an annually reviewed salary, regular training & development opportunities and working within an exciting, energetic and innovative culture where reward and recognition are aligned with our success from working together.

## **About The Role**

Title: **Finance Assistant**

Reporting to: Finance Team Leader

Location: Bispham, Blackpool

The main focus of this role is to deliver exceptional customer service both internally, by supporting the team and also externally to clients.

You will liaise with both external suppliers and internal clients, to help support the successful arrangements of the tour. You will be responsible for fully representing the companies' service ethic at all times and working within our expected framework of values and behaviours.

## **Role - Main Responsibilities**

### **Accounting Duties**

- Authorising supplier invoices for Transport Services
- Record Transport invoice payments against each relevant tour
- Processing supplier invoices for Transport Services into Sage 200
- Liaising with suppliers in the UK
- Weekly Payment Run
- Weekly and Monthly bank reconciliations for all brands
- Checking Client Invoices
- Banking all cheques
- General finance administration duties

## **About The Individual**

### **Individual - Essential Skills Required**

- Proven experience and full understanding of delivering exceptional internal and external customer service
- Ability to resolve problems, work under pressure and meet deadlines
- Ability to work under own initiative, and essentially as part of a wider team
- Good Analytical skills and attention to detail
- Basic Excel and Accounting Skills
- Ability to follow procedures and willingness to enhance them
- Good time management skills and ability to prioritise workload and be organised
- Excellent verbal and written communication skills and accurate written and spoken English
- Commercial & financial awareness and numeracy
- Adaptable and flexible

### **Individual - Useful Skills**

- Experience of Sage 200 or similar software
- Knowledge of the School Travel Market
- Cleaning Driving licence beneficial but not essential
- Knowledge of a foreign language French/German/Other beneficial but not essential

- School Travel Market Product knowledge
- Destination knowledge in particular Europe.

#### Individual – Essential Personal Attributes

- Self motivated, positive and professional
- Real passion for exceptional service delivery
- Ability to work independently inside a team environment
- Desire to support the development of the business and others
- Flexible, adaptable and positive approach to work
- Free to travel

#### Individual Additional Information: – Criminal Records Bureau Checks

Due to the nature of the information held and operated by NGT, it is a requirement that all staff members hold current and qualifying CRB checks. Further information can be provided and there would be no charge to the successful applicant should a new or updated check need to be processed.

#### About the Conditions and Benefits

In addition to a basic salary you will benefit from a team incentive scheme, 5% pension contribution after 2 years' service and a health cash plan scheme after successfully passing a three month probation.

Annual leave entitlement will be 25 days per annum, and un-paid leave can be requested and is subject to approval.

Flexible working hour requests can also be considered around term time.