

Head of Finance



Summary of Role

Reporting to the Managing Director this role will be a key member of a wider team of team leaders whose combined role is to ensure the overall smooth working of the business and its growth. You will report to the managing director about all financial and accounting activities and oversee finance department staff in day-to-day operations. Your key priority is that effective support is provided to the management team and wider sales and operations team.

Key Responsibilities

- Providing reliable, accurate monthly information to directors to support decision making
- Monitoring performance against budgets and providing recommendations where appropriate
- Leading budget and business planning, to ensure the long-term financial health of the company
- Cashflow forecasting and management
- Data projects
- Liaising and building relationships with third parties such as accountants, suppliers, banks
- Monitoring all company expenditure for reasonableness and ensure we are obtaining best value for money
- A challenge function to the business in terms of
 - Reviewing the quality of the data in the business
 - Ensuring processes relating to finance within office procedures are adhered to
 - Enhancing and recommending systems and processes for more efficient working and staying updated on financial technologies to enhance processing and reporting
- Preparation of VAT/Payroll/Pension and other statutory returns (UK & Ireland)
- Regulatory compliance specific to the travel industry, and staying abreast of changes in these regulations
- Preparation of audit files for annual financial audit
- Preparation of grant applications and claims
- Part of a team of team leaders who contribute to the growth of the company
- This person will have responsibility for supervising, guiding, and motivating a finance team to work together towards team targets and delivering excellent customer service.
- Business Partnering with senior management team and external stakeholders
- Contingency Planning

Skills and Experience

- Qualified accountant CIMA/ACA/ACCA with 5 years + experience in a finance role
- Experience in data analysis and working with large volumes of data
- Strong numerical skills including financial forecasting, consolidated accounts preparation, cashflow management
- Commercially focused and able to understand the requirements of the business
- Excellent communication & interpersonal skills
- Ability to work as part of a team
- Ability to working in line with procedures with a focus on attention to detail
- Strong focus of continuous improvement
- Can do work ethic and ability to work in a fast-paced working environment
- Proficient in MS Office applications and accounts software

Desirable

- Previous experienced working with tools assisting business analytics / modelling experience
- Xero software experience
- Experience working in a high-volume environment
- Experience in multi-currency environment
- Invoice discounting and funding experience
- Experience in ESG considerations within a finance role
- Experience in preparation of board reports

To apply to join our team please send your CV to HR@beyondbusinessstravel.com, all applications will be treated with the strictest of confidence.