

ASSISTANT ACCOUNTANT



Here at Skedaddle we're passionate about pedallin' and fervent about fair trade. We believe in the power of travel to inspire, educate and positively impact the travellers and communities we visit.

Based in The Cycle Hub, overlooking the Quayside and the Millennium Bridge, Skedaddle is an independently run company with big aspirations to become one of the best loved holiday providers in the world. We've worked hard to establish a strong, recognisable brand, and can often be spotted in National Press, including the Telegraph and the Guardian.

A 'family feel' is a key part of the Skedaddle experience and our office-based team in Newcastle are a friendly bunch with plenty of international connections to boot. We believe in supporting our team to develop and the majority of our management team joined the company as a Travel Consultant before moving on to other roles.

Over the years we've found amazing places, fascinating cultures, stunning landscapes, made lasting friendships and helped thousands of people find their perfect cycling holiday. Why not come and join the fun?

WHO WE'RE LOOKING FOR...

- Someone who cares deeply about the experience of our customers
- A person who will thrive in the challenges and opportunities presented by working in a small team
- Someone who can balance the fun & approachable Skedaddle feel with professionalism, hard work & attention to detail to make everything run to plan

WHAT WE HAVE TO OFFER...

- Competitive salary, holiday allowance & a pension
- Opportunities to travel
- Regular team socials organised by Skedaddle
- Company bikes
- Discounts at The Cycle Hub on everything from brownies to brake pads
- Supportive environment which encourages development
- Fairtrade tea, coffee and hot chocolate on tap
- Top notch craic!

WHO YOU'LL BE WORKING WITH...

We have a team of around 20 in the Newcastle office but here are some of the guys you will be working with most closely.



Paul, Managing Director and Co-founder

Favourite view: Ben Alder on Skedaddle's 'Celtic Crossing'!



Eilidh, Head of Operations

Favourite view: Over the Sound of Arisaig to the mountains of Rum and Eigg.



Adam, Head of Sales & Customer Experience

Favourite destination: The moors of Northumberland!



ASSISTANT ACCOUNTANT

Job description



Job title: **Assistant Accountant**

Reports to: **Managing Director (MD)**

Location: **Skedaddle HQ, The Cycle Hub, Quayside, Newcastle upon Tyne, NE6 1BU**

Hours of Work: **Full time** (40 hours per week)

Start Date: **September 2018**

Holiday Entitlement: **31 including bank holidays**

Salary: **Circa £22,000 - £25,000**

Application Closing Date: **16 August 2018**

Saddle Skedaddle is the UK's leading independent cycling holiday company offering an extensive range of cycling holidays and fair trade tours which it promotes through a partnership with Traidcraft, the UK's leading fair trade company. This key role includes preparing budgets, maintaining reports, and completing basic bookkeeping and accounting duties for the company.

Main Purpose of the Role

Reporting direct to the Managing Director and working closely with the senior management team, the role will be responsible for completing both the day to day and month end bookkeeping and accounting duties.

The role will cover a wide variety of tasks from accounting administrative duties through to supporting the business in the preparation of budgets, month end Management Accounts and profitability reporting.

Your responsibilities will include:

- Administering the accurate recording of all accounting transactions income and expenditure (some of this is electronically automated) including the posting of daily receipts and supplier invoices
- Reconciling information generated by accounting systems, analysing, investigating and resolving where required
- Reconciliation of all bank accounts
- Reporting on debtors and creditors, maintenance of the ledgers
- Maintenance of finance system (Sage 50) setting up new suppliers and codes
- Preparation of month end journals, including accruals and prepayments
- Preparation and distribution of monthly reports to the senior management team
- Producing regular, timely and accurate management accounts and management information, together with draft annual financial statements

- Completion of balance sheet reconciliations monthly
- Management of payroll through an outsourced provider
- Preparation of accurate VAT returns, meeting submission dates and ensuring compliance with similar financial statutory obligations
- Liaising with third parties such as advisors, bank, suppliers and HMRC
- Assisting with forecasting and budgeting process
- Preparation of year end audit pack and liaising with auditors
- Assisting with currency hedging

Direct Reports

None

Key contacts/relationships

- Senior Management team
- Product managers
- Travel consultants
- Operations team
- Marketing team
- Managing Director
- Overseas partners and suppliers

Key Performance Measures

- Monthly accurate Management accounts
- Monthly Balance Sheet reconciliations
- Monthly management reporting
- Financial forecasts and budgets
- Annual accounts and clean audit report

Personal Profile

Personal qualities and values

- High integrity
- Fun and friendly
- Energetic and enthusiastic
- Interested in cycling and travel

Skills and knowledge

- Expert in actioning day to day SME accounting processes and recording transactions
- Proactive approach into improving current processes and procedures
- Able to prepare full month and year end accounts and supporting documentation
- Excellent IT skills, especially Excel and a good understanding of Sage 50
- Advanced/qualified AAT or part qualified CIMA/ACCA

Key competencies

- Attention to detail
- Management of time and resources
- Solving problems
- Resilience
- Initiative
- Empathy
- Flexibility
- Influencing

Does this sound like you?

If you think so, please send a CV and covering letter to paul@skedaddle.co.uk