



Overview: Finance Manager position

Sports Tours International Ltd was first established forty eight years ago and is now one of the UK's largest specialist sports travel companies, taking thousands of participants and spectators to sports events all around the world, including the New York Marathon, L'Etape du Tour and Le Tour de France. As we embark on a new and exciting chapter in Sports Tours International's history with the purchase of Sports Travel International in Ireland and the setting up of a company in France and the planned growth across the business, we are now recruiting for a Finance Manager (specific responsibility for Sports Travel Ireland and special projects) to join our Finance team.

The Finance Manager will be responsible for overseeing the timely production of meaningful and accurate management information that enables internal and external reporting requirements to be met.

The current Finance team consists of three people and has recently gone through the process of implementing a new accounting system, Sage 200.

The ideal candidate will be an accurate, interpersonal and motivated individual who is open to change as the business continues to grow with a willingness to take on some further responsibilities as opportunities arise.

Job Title: Finance Manager, UK & Ireland

Purpose/Scope: The role will focus on the production of meaningful, timely and accurate management information to the Director of Finance. Transactional management of all companies to ensure the Finance department can function on a day to day to day basis and there are no back logs. Management of the sales and purchase ledgers. Management and development of the Finance Assistants .

Reports To: Director of Finance **Responsible For:** 2 Finance Assistant

Duties and Responsibilities:

- Production of the Monthly Management Accounts reporting pack, identifying and understanding variances to budget, forecast & prior year for Sports Tours International, Sports Travel International and The Running Bee for review by the Director of Finance in line with the reporting timetable for both Management and Lenders.
- Monthly balance sheet reconciliations, including timeshare, expenses control, customer & supplier deposits ensuring no old items accumulate
- Assistance in the production of the annual budget in line with the timetable
- All aspects of intercompany invoices and recharges
- Quarterly VAT Reporting and annual p11d submissions
- Accountable for the Sage accounting package and review of active Purchase Order's
- Support the Director of Finance in adhoc projects and driving efficiencies in the department
- Managing the year end audit process
- Management & development of the two Finance Assistants

Skills:

- Previous experience in a similar role, management experience
- Minimum part qualified (CIMA, ACCA)
- Accuracy
- Experience of Sage 200 (ideal, but not essential).
- Advanced Microsoft Excel skills.
- Industry experience preferred

Personal Skills:

- Ability to work in a fast-paced team environment.
- Excellent interpersonal and communication skills.
- Positive approach to work.
- Embraces and promotes change.
- Able to prioritise tasks to suit the business needs.