

BLUE SKIES

— LIFESTYLE —



Bookkeeper & Administrative Assistant

We are a leading luxury ski chalet travel agency who are looking to further expand our team with a new role in the company. We are looking for an experienced bookkeeper with logical mind-set to join our hard-working team. This is an important role within the company and offers the opportunity for the right candidate to make a significantly positive impact in the further development of the business.

The candidate must be able to work in a fast paced environment, being discreet, confidential and professional at all times. Working 25-30 hours per week with seasonal fluctuation in line with busy periods of the business. This is a varied and hands on position working closely with and reporting directly to the Directors of the business.

The job role entails, but is not limited to, the following:

Key Responsibilities:

- Responsible for the processing and maintenance of the company's accounts on Xero
- Xero and Bank account reconciliations
- Issuing and processing invoices for commission due on company sales
- Building good relationships with our operators and chalet owners to ensure invoices are paid on time and accurately
- Booking travel arrangements for the team
- Managing supplier contract distribution and follow ups with operators/owners and uploading on our back office system
- Updating and keeping up to date with operator contact information in our back office system
- General administrative duties & ad hoc tasks to support the wider needs of the business
- PA Duties to the directors as required

Human Resources

- Management of staff annual leave records
- Management of staff sickness forms and records
- Support Directors with recruitment, induction and H&S processes

Skills Requirements:

- Qualified Bookkeeper
- Minimum of 2 years related experience working in a similar role
- Excellent computer literacy skills including touch typing proficiency
- MUST be proficient in Xero, Excel and Outlook
- Outstanding communication and interpersonal skills with the ability to liaise effectively with colleagues and collaborating partners both on telephone and email
- Excellent organisational skills
- The ability to manage deadlines and priorities
- Reliable, punctual and a team player

This role would be well suited to an experienced Bookkeeper with excellent organisation and attention to detail, who is discreet, and who enjoys a varied role. The ideal candidate will have a thorough understanding of the processes above and be meticulous in what they do.

Job Type: Part-time, 25-30 hours per week with flexible hours for the right candidate. Working hours would be between 09.00 and 18.00 Monday to Friday.

Location: Bournemouth Office

Salary: £10 - £15 per hour depending on experience