



Finance Manager
Travel / Ski Company - Central Bath
17 hours a week – over 3 or 4 days
Salary £35-45k pro-rata depending on experience

Established in 2002, Nonstop specialises in providing premium winter sports courses and training programs in Western Canada, France and New Zealand. We attract passionate skiers and snowboarders looking for a fulfilling gap year, career break, or lifestyle change, as well as holiday makers wanting to significantly improve their skills. Our program packages include accommodation, meals, lift passes, travel, staffing and away trips but are far more than typical holiday packages as they are focused around professional training provided by some of the leading instructors in the ski and snowboard industry. We have an office in Canada where we also operate a hotel and where a finance assistant handles our client invoicing and debt collection. For more information about our award-winning courses visit: www.nonstopsnow.com

Based in central Bath, our UK team of five handle sales, marketing and administration and we currently have a vacancy for a Finance Manager to join us on a part-time basis.

The role includes tasks such as handling supplier (and some client) invoices, month-end bank reconciliations, month-end accounts, paying payroll and employee expenses, and managing our day to day finance requirements. In addition to these tasks, the role includes financial management responsibilities including month-end reconciliations, provision of monthly management accounts, submission of tax returns, budget architecture creation and management of the year-end process.

You will need to be fully proficient with accounting software (we use Quickbooks Online) and MS Excel and have a high attention to detail. Confident and able, you should enjoy working with a small young team and be experienced in financial management of small businesses. Experience of the travel industry and an interest in sport would be advantageous.

The role requires 17 hours per week and ideally you will be available over four days of the week. However, some days will certainly be busier than others and we are happy to offer a degree of flexibility to the right person.

If you possess relevant experience and would like to work part-time for a growing company who are passionate about what they do and where each team member impacts on its success, we would love to hear from you.

Please send a cover letter and CV to: Rupert Taylor - rupert@nonstopsnow.com
25 April 2018.

Role Responsibilities:

This list is a guideline of the responsibilities involved and is not exhaustive:

- Managing the day-to-day financial requirements of the company including:
 - Entering and paying supplier invoices

- Managing employee credit card expenses
- Managing company bank accounts
- Reconciling bank account statements against company records
- Updating company accountants on changes to payroll and pensions
- Receiving payroll, paying wages/HMRC and entering payroll journal onto accounts system
- Submitting pension information to pension provider
- Accounting for and paying employee expenses
- Occasional generation and sending of customer invoices
- Occasional inputting of customers' payments

- Financial management including:
 - Handling the submission of tax returns including VAT, CT61, and Canadian GST
 - Month end reconciliations of all balance sheet accounts
 - Entering month end journals (including accruals, prepayments, intercompany journals, fx movements)
 - Prepare consolidated Management Accounts in Excel
 - Generation of Monthly Management Accounts pack from consolidation, including explanatory notes and monthly meeting with the management team
 - Cash flow projections
 - Responsibility for annual budget architecture and budget timetable
 - Manage the year-end process including liaising with company accountants

- Other tasks including:
 - Manage Civil Aviation Authority ATOL license renewals & reporting
 - Submission of monthly revenue applicable for financial failure insurance
 - Creation and development of excel-based tools to assist operations with stock-management and ordering.