

Role Title: Accounts Assistant and Commission Analyst

Department: Travel Finance

Job Family: Finance

Job Level: Level 4

About the role:

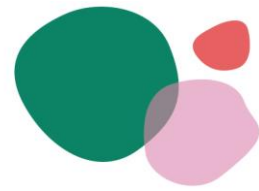
Ensure all appropriate controls for the Travel Consortium members and Personal Travel Agents (PTA's) are complied with and followed without exception. Produce the commission payments for Consortium and PTA's and maintain regular contact, building strong relationships. The Civil Aviation Trust account to be actioned, maintained and reported on. Produce the weekly and monthly reporting and reconcile the key balance sheet controls.

In addition, occasionally situations may arise that require the post holder to perform other duties or tasks as may reasonably be requested by the Society

What you'll be doing:

The post holder shall:

- Ensure commitments and deadlines are met in line with service level agreements for the Travel Group.
- Take flexible approach to working patterns and utilise agile working where sensible and appropriate
- Produce the commission payments for Consortium and PTA
- Reconcile key balance sheet controls, identifying and explaining variances
- Reconciliation of all financial controls for the Travel business streams
- Full review of the management information reports with explanations for key variances.
- Assist the Finance & Commissions Manager in the production and review of the Consortium Dashboards
- Process Internal Adjustment/Fees for the Travel Group
- Trust – ensure all actions are fulfilled to the agreed timetable
- Maintain key control accounts to ensure any potential risks are addressed in a timely manner.
- Meet with Finance & Commissions Manager to review issued accounts and management information and make necessary amendments to correct any oversights or omissions.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.



In addition, all employees are expected to work within the terms of their contract of employment and adhere to Society policies and procedures.

About You:

Co-operation

- A Midcounties team player.
- Build relationships with colleagues across all groups.
- Participate in building community links through team community challenges.
- Demonstrate the Society's DOES values

People

- Can adapt a style to suit the needs of the individual.
- Ability to communicate effectively – both verbally and in writing.
- Confident dealing with others on the telephone.
- Works hard at positive relationships within the team.
- Flexible approach.
- Proven track record for attendance and time keeping.

Customers

- Strong customer focus and a commitment to quality and service.
- Cares about customers always striving to exceed their expectations.
- Contributes to effective team working.

Delivery

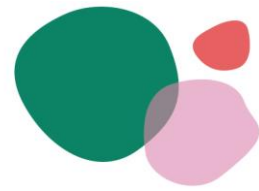
- Committed to providing accurate and timely information to a high standard.
- Drive to resolve queries and improve processes.
- Organisational skills to achieve agreed deadlines and SLAs.
- Positive approach to change.
- Commitment to health and safety.
- Make recommendations for improvements.

Finance

- Awareness of the risks and controls relating to commission payments and take action to minimise risk to the Society.
- Demonstrates Finance Knowledge

Qualifications

- Good education standard - literate and numerate.
 - Excellent IT skills, demonstrated competence in office and Finance software packages.
- Intermediate level Excel
- Experience in a Finance department/role is desirable.



- Experience in a similar role would be desirable.
- AAT qualification desirable.

Scope:

- Reports to: Commissions Team Leader
- Budgetary Control: N/A.
- Key internal contacts are all internal departments and trading groups.
- Key external contacts are the Society suppliers.

