

## **Accounts Assistant**

### **About Next Generation**

NGT is the innovative parent company and driving force behind the UK's Best School Tour Operator; offering unique, immersive tours to young people, from 10-21 years, designed to open minds and empower learning.

### **Our Vision**

To be the trusted partner of choice for a broad range of high-quality educational tours and experiences.

### **Our Mission**

To enhance educational outcomes for young people through inspiring, content-rich learning experiences, created by experts who care.

### **About Next Generation Values and Behaviours**

The successful candidate will be expected to behave in a manner equal to the position. This role requires flexibility of hours, passion for service delivery, energy application and vision as required by the business. This role may also require the post holder to stay away from home on occasion.

NGT's behaviours are to be focused on our customers, to listen actively, to work as a team, to empower others and to show empathy.





**NGT's Behaviours are that we will :**



**BE ACCOUNTABLE**

Each of us is responsible for our words, our actions, and our results



**BE CURIOUS**

Ask questions, be interested, never stop learning



**BE EMPOWERED**

Be open, confident and ambitious. Explore success and evaluate & learn from mistakes



**BE ONE TEAM TOGETHER**

When we work TOGETHER anything is possible



**DO THE RIGHT THING**

Build trust through responsible actions and honest relationships

All of the above behaviours will be supported by our experienced Senior Management Team and continual learning practices.

Being part of NGT's team means that you will benefit from an annually reviewed salary, regular training & development opportunities and working within an exciting, energetic, and innovative culture where reward and recognition are aligned with our success from working together.



### **About The Role**

Title: **Accounts Assistant**

Reporting to: Finance Manager

Location: Blackpool, Lancashire – Office Based

Are you ready to embark on a rewarding journey with Next Generation Travel Group? We're not just another company; we're the driving force behind the UK's most exciting educational travel brands. If you're someone who thrives in a collaborative and supportive environment, then you're exactly who we're looking for.

As our Accounts Assistant based in Blackpool, Lancashire, you'll be at the heart of our operations, supporting various stakeholders within our dynamic business. We value strong communication skills and a proactive approach. We're looking for someone who's not afraid to roll up their sleeves and get stuck in. If you're organised, detail-oriented, loves taking ownership and thrives under pressure, then you could be the perfect fit for our accounts team.

### **What you can expect in return**

- Monday to Friday, 35 hours per week, with options to work 08:00 – 16:00, 08:30 – 16:30, 09:00 – 17:00 (flexible working hour requests can also be considered around term time).
- Annual salary reviews linked to performance.
- Reward and recognition programme.
- Pension scheme after a qualifying period (we'll contribute 3%).
- Access to company funded Health and Mental Wellbeing resources.
- 25 days annual leave plus bank holidays, rising by 1 day for every 5 years of service up to a maximum of 30 days.
- Up to 10 days un-paid leave can be requested (subject to approval).
- Training, development, and progression opportunities.
- Team events.
- Onsite car park and close to public transport.
- A people focused, customer centric environment with an amazing support network. We have built an exciting, energetic, and innovative culture by working together.

### **What will your role look like**

- High volume invoice processing into sage 200.
- Authorisation of invoices via various methods.
- Liaising and building relationships with suppliers both in the UK and overseas.
- Production of a weekly payment run.
- Processing payments via an online banking system, including foreign currency payments.
- Query resolution.
- Posting daily cashbook transactions and bank reconciliations.



- Supporting the accounts receivable team tasks when required.

**Are you the right person?**

- A self-starter with the ability to work under own initiative as well as part of a wider team.
- Excellent organisational and time management skills, with the ability to prioritise workload.
- Able to work to tight deadlines whilst under pressure.
- Ability to follow procedures and a willingness to enhance them.
- Able to work in a fast-paced environment.
- Ability to resolve problems.
- Good analytical skills.
- Adaptable and flexible.
- Experience of delivering to multiple stakeholders is desirable.
- An AAT qualification (or studying towards AAT) would be advantageous but not essential.
- Experience of Sage would be highly advantageous.

**Essential skills required**

- Proven experience as an Accounts Assistant working in a Finance department, processing high volume transactions and working to tight deadlines.
- Proven experience and a full understanding of delivering exceptional internal and external customer service.
- Good understanding of basic accounting principles.
- Good excel skills.
- Strong written and verbal communication skills.
- Diligent with great attention to detail.

If you're ready to take on a role where your ideas are valued, your efforts recognised, and your potential unleashed, then we want to hear from you. Join us in shaping the future of educational travel and be part of something extraordinary. Apply now and let's embark on this journey together!