

## **About All In One Tours Limited**

All In One Tours (AIOT) is an incoming tour operator. The company was established in 1998 and has been profitably trading for the past 20 years. It is a small company with 6 employees who work from the company's offices based in Surrey Quays. The company has an annual turnover of approx. £3 million, is profitable and carries no debts on its books.

## **About the role**

We are currently looking to recruit a full time bookkeeper to join our small, friendly and professional team. The bookkeeper will be working closely with the founder / Director of the company. The successful candidate will provide a professional and timely accounting service in respect of general ledger, sales ledger, purchase ledger and cash book maintenance.

## **Duties and Key Responsibilities**

Your principal duties and key responsibilities will be those set out below. In addition to those duties, AIOT reserves the right to require you to undertake additional or other duties within your capacity as may from time to time be reasonably required and necessary to meet the needs of AIOT.

Your main duties on sales / Purchase Ledger will include:

- Setting up new client / supplier accounts and maintain existing account details within the sales and purchase ledger.
- Producing sales invoices and credit notes where required.
- Running off weekly sales and purchase reports
- Credit control - Chasing up outstanding debts before the client is due to arrive into the UK.
- Work out VAT on supplier invoices
- Pay out money via BACS as well as prepayments to suppliers
- Check and reconcile supplier statements
- File invoices and statements
- Deal with purchase enquiries
- Process staff expenses
- Enter purchase and sales invoices into the TAS accounting system, ensuring they are completed in line with AIOT policies and posted to the relevant nominal code.
- Distribute purchase ledger invoices to the relevant departments for sign off.
- Process the supplier purchase invoices on the TAS system once they have been received from departments. Ensuring they are correctly authorised in line with the AIOT signatory list.
- Prepare supplier invoices for payment by producing the suggested payment report and pay through BACS, in accordance with AIOT payment dates
- Liaise with suppliers and AIOT managers in respect to invoice queries.
- Reconciliation of supplier statements to supplier purchase ledger accounts.

Your main duties on Cash book will include:

- Entering receipts / prepayments from clients into TAS account system as well as Reservation system onto relevant bookings.
- Entering payments / prepayments to suppliers into TAS.
- Monthly reconciliation of all bank accounts, petty cash and company credit cards.

Your main duties on Bookkeeping will include:

- Purchase supplies and equipment as authorized by management
- Pay supplier invoices in a timely manner
- Pay any debt as it comes due for payment
- Monitor debt levels
- Ensure that receivables are collected promptly prior to clients arrival
- Record cash receipts and make bank deposits
- Conduct periodic reconciliations of all accounts to ensure their accuracy both balance sheet and profit and loss accounts
- Issue financial statements
- Provide information to the external accountant who creates the company's financial statements and payroll.
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Provide clerical and administrative support to management as requested

## **Key Tasks**

### **Daily basis**

- Allocate clients receipts/ prepayments to confirmations and post into TAS – pass the bank receipt notification to the person operating the tour so they can save the paperwork in the file
- Post Sales invoices into TAS and update buying sheets in reservations system with invoice number and selling price
- Post, checked and authorised, purchase invoices into TAS
- Make BACS prepayments / deposits to hotels and other suppliers (twice weekly on Tuesdays and Thursdays)
- Enter supplier prepayments into TAS and enter on relevant buying Excel spread sheets – chase supplier for Vat invoice once the group has departed
- End of week – do supplier payment run and make payments

### **End of month**

- Bank statement reconciliation of all accounts
- Company credit card reconciliation and post into TAS
- Reconcile Petty Cash

### **Quarterly**

- Prepare for Vat return -Balance the Excel spread sheet to TAS Sales ledger report)
- Make sure all VAT invoices for all prepayments have been chased and entered in buying sheet and TAS

## Skills, Knowledge and Abilities

### Essential

Relevant knowledge and understanding in a similar role and industry. Preference will be giving to candidates who are currently working in the tourism industry.

The ability to work effectively in a team environment and to process deadlines.

Knowledge of a computerised accounting package, such as TAS or similar.

High attention to detail and an orderly approach to processing.

Sound working knowledge of MS Windows-based software packages, including word processing, spreadsheets, databases, electronic mail, and the internet.

Ability to perform several tasks concurrently with ease and professionalism. Able to work under pressure.

Ability to communicate clearly and concisely, verbally and in writing, in English.

Must be able to keep client matters strictly confidential.

**Salary:** Salary payable will be commensurate with experience.

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