

Job Description - Yellow Zebra Safaris**Job Title:** Accounts Assistant**Reporting to:** Accountant**Working hours:** Monday-Friday 9.00-17.30**Salary:** £20K to £23K depending on experience, plus bonus based on company turnover**Start date:** from end of Feb/early March 2019**About Yellow Zebra:**

Founded in 2012, Yellow Zebra is the UK's fastest growing safari company specialising in creating bespoke adventures to Africa. They are well recognised as a leader in their field and the company that is shaking up the UK's safari industry. Their USP is the fact that their sales consultants were all professional safari guides, camp managers or people who were born and raised in Africa. This is a company of genuine safari experts. The office is based in Kingston with 34 staff. It's a great working environment in an open-plan office with music played, staff parties and monthly social events.

Overview:

Until mid-2018 the co-owner led the accounting function with support from the Operations team. At present there is now a dedicated Accountant and an Accounts Assistant to handle all accounting and finance function, and to drive forward a programme of process improvements in this area. An additional role has been created to support the business in assisting with operational finance duties working alongside the accountant and operations team.

This full-time role is perfect for a bright and personable individual who is confident undertaking a range of accounting duties in a fast paced, busy environment.

Role:

- Managing and monitoring all trade supplier payments – working together with operations and sales team to process and upload invoices to the system, reconcile and making sure that they are paid on time.
- Recording all received office invoices, credit notes, payments and bank transactions – this includes all the direct debits invoices.
- Communicating payment status to colleagues / suppliers as requested and handling invoice questions and queries in a fast and efficient manner
- Bank and credit card reconciliation
- Record day to day financial transactions and complete the postings process
- Assisting the accountants on a monthly preparation of management accounts and ad-hoc duties when required

Preferred Experience:

- Solid understanding of bookkeeping, accounting payable and receivables principles
- Proactive, self-motivated and focused
- Flexible and highly organised with good attention to detail
- The ability to work under pressure and to meet datelines
- Flexible with good work ethic and willing to help out where necessary in all functions of the newly build accounts department
- Knowledge of Xero accounting system a bonus
- Previous experience in travel industry preferable (but not essential)