

Job Title:	Air Purchase Ledger Controller	Team:	Finance
Reports to:	Overseas Purchase Ledger Manager (Ground Costs)	Reporting in:	None

Role Summary and Job Purpose:

To be responsible for a variety of tasks, either unique to the role or shared within the Team. Primary responsibility to include the BSP process, Fair FX accounting & Chalet purchase ledger. Checking and processing vouchers for ground agents and arranging payments as they fall due per contract.

Revenues and Costs are assigned for all Tours and departure dates, with various reconciliations carried out daily and monthly. All tasks need to be carefully processed and allocated to the correct accounts and departures. Responsibility for ensuring Financial Controls and Timetable are met.

Key Responsibilities:

Finance Support:

- BSP - follow up queries with other teams (Flights, Outsource or IT) then process & post daily batches from Outsource team.
- BSP Bi-monthly payments, and month end reconciliation.
- BSP for Hotelplan UK – month end task.
- Fair FX Daily email to Sales & Ticketing & check Multicom balance. Process any Debit Memos required for funding cards.
- Fair FX month end check and post expenses received from Outsource. Flights, reservations and including Multicom.
- Ad-hoc Airline invoices –process and pay as per invoice, follow up with Outsource or Flights for any queries.
- Task Manager for Air Review, prepare journal of Air costs & discounts.
- Ensure all tasks are carried out according to logs & schedules

Ground Agent Support:

- Review Ground Agent invoices from Outsource team and follow up with Product or Ops to approve unbudgeted costs. Enter in Fico once approved. Ensure feedback is given to Product for any costings updates.
- Prepare ground supplier payments in line with agreed contract terms.
- Investigate and report variances on Tour Profitability Statements (tour summaries).

Chalet Purchase Ledger:

- Processing Austrian invoices.

Customer Finance Support:

- Answer calls and process card payments, and deal with customer and supplier enquiries.

Explore reserves the right to vary your tasks, duties and responsibilities at any time and from time to time according to the needs of the Company's business. However, you will not be assigned to duties or required to perform services which you cannot reasonably perform or which are outside the range of your normal skills and experience. There will also be times when you may be asked to transfer, either temporarily or permanently, to an alternative job within the Company. Where this is agreed with you, either on a temporary or a permanent basis, it will be confirmed to you in writing.

Date of Description: May 2019