

Job Title:	<b>Head of Finance</b>	Team:	<b>Finance</b>
Reports to:	<b>Managing Director (with ancillary reporting to wider UK Group CFO)</b>	Reporting in:	

**One Team One Vision**

Every member of the Explore team agrees to actively contribute to the company's success. Explore has a flexible and open working culture and expects all staff to be flexible in their own approach. This means being willing to help out with any task, role or project at any time, as required.

It is equally important that all team members have a positive, pro-active and customer-focussed attitude, and are happy to work in an ever-changing business environment.

**Role Summary and Job Purpose:**

To maintain and develop a capable finance team that is focussed on providing a wealth of key performance information, both forward and backward looking, to support the strategic growth aspirations of the company. The Head of Finance must manage and communicate proactively with their team as well as playing a key role in the senior management team (SMT) that contribute to wider business goals. The individual will need to be adaptable to shifting deadlines and priorities throughout the working year. As part of a wider group, you will be expected to collaborate with your fellow finance professionals to consolidate financials, share learnings, development and resource. Specific areas of responsibility and interest are outlined below;

**Key Responsibilities:****Financial reporting**

- BI-monthly reporting to parent company with accompanying commentary and analysis (Swiss GAAP)
- Internal monthly management accounts tailored to recipient group
- Oversight of overhead spend and liaising with budget holders on corrective action
- Weekly and monthly sales reporting oversight (internal and to parent company)
- Review of departed tour profitability reports and feedback to key stakeholders
- Review of accounts submitted by Explore North America joint venture
- System development and training opportunities of Group accounting software (SAP FICO)
- Production of financial statements and reconciliation between FRS102 and Swiss GAAP
- Ensuring team deliver PBC list for auditors and associated year end schedules (tax, deferred tax etc)
- Responding to internal audit visits initiated by parent company and ensuring internal control documentation up to date and being followed.

**Budgeting/forecasting**

- Management of annual budget and three year plan submitted to parent company with accompanying commentary and analysis
- Oversight of three re-forecast events during financial year
- Communicate budget/forecast targets to SMT via info packs
- Presentation of budget/forecast, and underlying assumptions, to Group CFO & CEO
- Continue to develop the tour profitability predictor for future departures

### **Regulatory**

- Key contact at company with respect to matters raised by our regulator, the Civil Aviation Authority (albeit Overall relationship lies with Group CFO), and other organisations such as the Association of Bonded Travel Organisers Trust.
- Oversight on monthly sales and cash reporting to CAA
- Oversight of annual renewal applications for both CAA and ABTA and review of pax and revenue assumptions used in these documents

### **Member of SMT**

- Attend monthly SMT meetings and contribute to strategic direction
- Attend monthly trading meetings and provide financial insight
- Support wider project teams on initiatives

### **Foreign exchange**

- Monitor sales, hedging ratios and aggregate buying rates
- Follow spot market movements, initiate FX purchases (via group treasury) to capitalise on FX fluctuations
- Ensure appropriate costing rates are supplied to business to ensure selling prices are suitable
- Hold monthly meeting with MD, Business Intelligence and Group CFO to update on positions
- Set fixed rates for overseas sales offices to apply to foreign sales
- Folding in Regal Diving's hedging requirements to Explore's to minimise transaction costs

### **Finance team management**

- Undertake annual appraisals for three direct reports
- Set appropriate annual objectives for team and review progress on regular basis
- Monitor effectiveness of offshore finance function support
- Support to the Regal Diving subsidiary with many of the tasks outlined in this document

### **Other**

- Primary contact with banks and card acquirers on relationship or technical issues (Group CFO has overall responsibility for banking relationships).
- Continue to develop travel industry knowledge by attending travel events and seminars
- Some payroll support (salary reviews/bonuses) and posting
- Payment run authorisation and some expense sign off
- Some company secretarial work undertaken on behalf of our JV in North America
- Credit control oversight and final point of escalation on cancellation fees/credit control decisions

**Skills and Experience:**

	<i>Essential</i>	<i>Desirable</i>
Commercially minded with ability to build a good report with the wider team and effectively communicate at all levels.	✓	
Thorough understanding of accountancy principles with proven track record.	✓	
Excellent knowledge and experience of Microsoft Excel and accounting systems.	✓	
Have a focus on accuracy and quality and a good attention to detail.	✓	
Be able to challenge processes and participate in designing and delivering efficient solutions.	✓	
Provide support and training to the finance team when required.	✓	
Travel industry experience and/or strong interest in travel		✓
Can demonstrate ability to react to changing market conditions.	✓	
	<i>Essential</i>	<i>Desirable</i>
<b>Education:</b>		
CIMA or relevant equivalent qualification or experience.	✓	

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:** Feb 2018