



## ACCOUNTS RECEIVABLE/RECONCILIATION OFFICER

**Location:** Mornington, Victoria (Australia)  
**Industry:** Leisure, Travel & Tourism  
**Job type:** Part-time (30.4 hours per week, 4 to 5 days a week)  
**Reports to:** Finance Manager  
**Start date:** February 2019

### ABOUT THE COMPANY

RAW Travel passionately believes a walking trip offers unique experiences and opportunities that vehicle-bound travel can't. Travelling on foot means you slow down and really see the world around you. Walking is a great detox to the stresses of modern life. Life on the trail is an enriching experience that energises, stimulates and excites the senses but allows you to escape daily routines. It offers opportunities to share experiences with new friends, connect more deeply with one another and the local people, and immerse yourself in different cultures. Exploring regions on foot is also very eco-friendly, not to mention what it does for your health and fitness.

RAW Travel concentrates on a small selection of the world's most iconic walking trips, only choosing those destinations that we feel can offer unique experiences for our clients. Though it's an intentionally small list we've got walks for complete beginners right through to demanding treks that will satisfy and thrill even veteran adventurers.

### ABOUT THE ROLE

Reporting to the Finance Manager you will be responsible for the full function of accounts receivable, including receipting, invoicing, debt collection, allocations and reconciliations.

You will have excellent communication and people skills; strong attention to detail; high levels of accuracy; and an ability to work to deadlines. You will work closely with sales, operations, travel product specialists, suppliers and clients.

### THE IDEAL CANDIDATE

To be successful in this role you will have extensive knowledge of accounts receivable, payable, credit card processing and reconciliations. You will have worked previously within a team, ideally within the travel industry, and be happy to help the team as required. You will be comfortable working to deadlines and have excellent communication skills.

You build rapport effectively, have strong attention to detail, are an effective administrator who can work to deadlines and prioritise tasks effectively. A team player who enjoys working in a positive environment, you will be a role model in all aspects of RAW Travel's values.



### DESIRED ABILITIES & EXPERIENCE

- Excellent verbal and written communication skills
- High level of numeracy and analytical skills
- Previous experience working in a similar role
- Xero accounting system experience (advantageous)
- Experience with foreign currencies exchange (EUR/JPY)
- Experience with travel industry systems, in particular, Insightly (advantageous)
- Ability to work both autonomously and within an agile team environment
- Professional and courteous
- Collaborative work style with excellent interpersonal skills and clear communication
- Strong positive work ethic
- Proactive, forward thinking and solutions orientated
- Previous experience in similar position

### PRIMARY ACCOUNTABILITIES

- Accounts receivable functions
- Client receipting of deposit and balance invoicing
- Insightly task management
- Collection of outstanding debt and revenue
- Client correspondence
- Reconciliation of accounts, bank reconciliations
- Monthly sales reconciliation reports
- Administration tasks
- Effective communication with clients, suppliers and team members

### GENERAL ACCOUNTABILITIES

- Support sales staff to ensure all client invoices are paid within 8 weeks of departure
- Monitor and make payments from RAW Travel bank accounts and credit cards
- Assist in streamlining finance process and procedures
- Assist with set-up of new suppliers
- Maintain professional relationships with all internal and external parties
- Process accounts payable (national and international)
- Code supplier invoices in line with company chart of accounts



- Adhere to taxation requirements
- Help to communicate department processes and company guidelines
- Drive company culture and values
- Attend functions outside office hours where required: talks, development weekends

### **WHAT YOU'LL GET IN RETURN**

RAW Travel is a great place to work, with an engaged group of staff, excellent work environment and regular opportunities for travel. We have high expectations of our team and in return we want our staff to be adventurous, active, authentic and fun. We give you ample opportunity for training and development both internal and externally.

You will receive a competitive base salary, with the potential to earn a performance-related bonus, along with great industry perks, and a flexible, casual workplace.

If you have what it takes and want to join a thriving and innovative company that is passionate about adventure travel, then we want to hear from you!

### **HOW TO APPLY**

Send your covering letter and CV to Emma Henley, Finance Manager at [finance@rawtravel.com](mailto:finance@rawtravel.com)