

## Finance Assistant

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Company: Intrepid Travel

Location: Morocco

Category: office-and-administrative-support

Intrepid Travel was born in 1989 with the simple mission to create positive change through the joy of travel. More than 30 years later, we're proud to be the world's largest travel B Corp with more than 950 small group trips in over 100 countries. After all these years, we've stayed true to our mission, ensuring our adventures are good for the places we go, good for the communities we visit and good for our travellers. That's why we carbon offset all our trips and support local communities but we're not stopping there. We want to be the best travel company not just in the world, but for the world. **The Opportunity:**As a Finance Assistant with Intrepid you will take on the responsibility of ensuring the accurate and timely recording and reconciliation of the financial transactions of Intrepid, including the administration of tour leader money and accounts. It is a great time to join the team as we are growing in Morocco by providing finance services to Intrepid offices within EMEA and North America! Due to this, there will be a lot of development opportunities and growth opportunities. This is a full-time permanent position. To provide the best experience for our customers you'd be working in our office in Marrakech, Morocco, with some flexibility to work from home on occasion. **Some of the day-to-day tasks you'll be responsible for are:** Managing Accounts payable, invoices, overheads and proforma invoices

Manager Leader accounts, and records of local leader sales

General ledger reconciliation & other adhoc duties as required

Tertiary qualifications or diploma-level post-secondary school are advantageous

## Some of the essential skills you'll have are:

Strong background and experience in bookkeeping, accounts payable and/or other accounts functions

Data Processing ability and competence in Excel and other Microsoft Office products

Experience in the use of accounting packages

Knowledge of some finance & accounts systems and processes is an advantage (Navision)

You'll have excellent communication skills, be highly organized and the ability to prioritize and manage your own workload and share Intrepid's core values of integrity, innovation, fun, passion, growth, and responsibility. **A bit about our people:** Our people reflects the diversity of our customers and the communities we visit. Our team is made up of 58 nationalities across 46 countries, and Intrepid recognises that diversity makes us a stronger business. With a commitment to breaking down barriers, we support a culture where people can be themselves. We encourage applications from people of all backgrounds, including First Nation People, LGBTQI+ people, people living with a disability, people from previously disadvantaged backgrounds, and people from different ethnicities, races, and religions. **Work perks:** Work-life balance is important to us. That's why we offer flexible work options, including work from home, with the option to work from anywhere for up to 4 weeks a year!

You can experience Intrepid yourself with a FREE trip every year, plus an extra week of leave to enjoy it. And score further travel discounts for you, family and close friends.

We support e-learning and professional development, with diverse global career opportunities.

We provide an employee Assistance Program, a 24/7 service that offers counselling for you and your family

We want to support the difference you can make to causes that are important to you., That's why we offer 20 hours of volunteer leave every year.

If you're here to inspire, create, share and lead in what you do, we want to hear from you. We encourage you to submit your application as soon as possible – we may close advertising early if the right person is identified

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