



Transforma Travel Group – Job Description

Finance Officer – Greater China

Transforma Travel Group is a leading youth travel company. Transforma’s family of brands create culturally enriching, off-the-beaten-track, and educational adventures for travellers and students alike. Across all our brands, our mission is the same: to expand minds through transformative travel experiences.

- The Dragon Trip is a leading tour provider for affordable adventure tours across Asia, while The Coyote Trip provides affordable tours across the USA and Canada. Both companies focus on showing the real side of the countries we visit, through engaging backpacking trips that aim to broaden cultural understanding amongst the next generation of global citizens.
- The Learning Adventure is a leading educational tour provider for school and university students, operating educational trips across the globe. The company focuses on offering bespoke itineraries that deliver prescribed learning outcomes and unique, engaging activities to inspire the next generation of global citizens.

Transforma is recruiting an ambitious **Finance Officer** to join our team, based in **Shanghai**. We are seeking an experienced and dedicated teammate with the ability to work efficiently and independently. Successful applicants will be ultra- organized, possess a very strong work ethic, and be truly passionate about exploring the world through travel.

As a key member of our rapidly growing international team, your hard work and talent will help grow and develop our teams across Greater China and ensure our exceptional range of travel programs (Adventure Tours & Educational Programs) run to perfection. You will be responsible for maintaining accurate financial records, preparing financial statements, and ensuring compliance with relevant accounting regulations within the travel industry. The ideal candidate should possess excellent analytical skills, strong attention to detail, and a solid understanding of accounting principles.

The Role:

- **Cross Functional:** Support operations and growth strategies of Transforma Travel Group with Brands including: The Dragon Trip and The Learning Adventure.
- **International:** Work closely with colleagues across our offices: Shanghai, Hong Kong, Ho Chi Minh City (Vietnam), and London (United Kingdom)
- **Strategic Planning:** Assist in the preparation of budgets and financial reports
- **Financial bookkeeping:** Managing records and receipts, processing invoices, reconciling daily, monthly and yearly transactions.
- Manage day-to-day accounting operations specific to the travel industry, including accounts payable and receivable, general ledger entries, and bank reconciliations.
- Perform month-end and year-end closing procedures to ensure accuracy and timeliness of financial reporting.



- Maintain accurate records of financial transactions related to travel bookings, commissions, and related travel expenses.
- Ensure compliance with accounting standards, laws, and Chinese accounting practices.
- Conduct regular audits of our financial activities to identify and resolve discrepancies or irregularities. Liaise with external auditors, tax authorities, and other relevant parties and Chinese accounting environment as required.
- Stay updated on industry trends, accounting principles, and regulatory changes and Chinese accounting practices.
- **Collaborate:** with internal teams, including the sales and operations departments, to provide financial analysis and support decision-making processes within the travel industry.
- **Policy Development:** Assist in the development and implementation of accounting policies, procedures, and internal controls specific to the travel industry and Chinese accounting practices.
- **Key point of contact:** Providing customer service to clients when needed, and for other departments on financial and accounting matters
- **Project/Team Management:** Be able to confidently lead a wide variety of projects and teams. Supporting the Finance Manager and executives with projects and tasks when required

and more: Remain flexible and open to working on a wide variety of tasks and projects, continually helping us to grow our team and company.

Competencies:

- **Chinese & English:** Fluent/Native Chinese, and a professional level of written and spoken English.
- **Attention to detail:** Be organized and able to balance a reactive workload together with ongoing projects.
- **Trustworthy:** Strong ethics, with an ability to manage confidential data
- **Growth Mindset:** Demonstrate initiative and creativity in everything you do, helping to find solutions, and develop original ideas.
- **Tech & IT:** Ability to quickly learn/use Microsoft 365, Xero, Word, Advanced MS Excel, and our other travel industry related software systems.
- **Independence:** As your direct line manager may not be based in the same office location, the ability to work efficiently and independently is a must.
- **Hunger to learn:** Be passionate about improving yourself and developing a career in the travel industry.
- **China expertise:** Have excellent local knowledge and contacts across the region.

Experience:

- Previous finance/bookkeeping experience is preferred.
- Solid knowledge of Financial and Accounting Principles and Compliance in China
- Bachelor degree in Finance, Accounting or Economics.
- >2 Years relevant work experience is preferred.
- Experience using financial software is preferred.
- Experience using customer database is preferred, but not necessary.
- Hopefully, a love of travel!



What we promise:

- **Responsibility:** You'll be given the opportunity to make your role as big and as valuable as you want, with the option of working from home occasionally.
- **Support:** You'll receive regular training and a progressive career ladder.
- **Opportunity:** We value quality over quantity, so you'll always have a focus on work you'll be proud of.
- **Fun team:** You'll be part of our fast-growing China team, and a truly international company with colleagues all over the world.

What we offer:

- Report to the China General Manager & Finance Manager.
- Competitive salary
- 5-9 days annual leave per year as well as all Chinese National Holidays.
- Exciting travel opportunities across the region, fast paced professional development, generous vacation/personal leave allowances, and many other great benefits.

How to apply:

- Please **send your resume** to: lucy.west@transformatravelgroup.com
- Other amazing opportunities are also available with us around the world. Please discover more on our career pages at transformatravelgroup.com

Transforma Travel Group is an equal opportunity employer and welcomes and celebrates diversity and uniqueness in all forms.