Downloaded from <https://www.velvetjobs.com/job-descriptions/assistant-finance>

# Example of Assistant, Finance Job Description

Our growing company is hiring for an assistant, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, finance

* Acquire signatures from Producers/dept
* Record invoices in the payables ledger ready to be reviewed and approved
* Co-ordinate scanning of invoices for weekly payment runs
* Assist the Accounts Payable clerk and Management Accountant with standard costing vs
* Assist the Management Accountant and Financial Analyst to maintain the GP analysis and to update the document with details of credit notes and other manual adjustments raised
* Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm
* To act as a point of contact for financial enquiries within the School Finance office and provide a customer focussed service, taking account of the needs of the different customers
* To initiate, receive, check and/or process all orders (ensuring the correct VAT treatments are applied), process invoices and transfer charges relating to School finance
* To receive and process overseas travel requests, advances and claims, checking their compliance and cost effectiveness, and make all the necessary travel arrangements, if required
* To raise sales invoices to external stakeholders and liaise with the Finance Division

## Qualifications for assistant, finance

* Attention to details with a high degree of accuracy in work output and appreciation for data integrity
* 1-2 years of experience in Accounting and FP&A capacity is desirable
* Bachelor degree in Accounting/Finance & relevant accounting professional accounting qualification(CPA, ACCA, ACA or equivalent) is a PLUS
* Knowledge of 1099 ID issues
* Interest and general understanding of finance and accounting area is desired – would be treated as an advantage
* Major in Finance/Economics/Accounting or relevant