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# Example of Assistant, Finance Job Description

Our growing company is hiring for an assistant, finance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant, finance

* Supporting the asset transfer team with data validation
* Supporting the oversight team with data reconciliation
* Ensure invoices are approved, coded, processed and paid on a timely basis
* Ensure validity and authenticity of overhead invoices
* Analyse overhead invoices for asset purchases
* Ensure accurate record keeping including filing of appropriate documents
* Assist the finance team to meet objectives
* Client billings under the supervision of the client reporting manager, issuing invoices and keeping track of billed items
* Ensuring accurate filing of documentation
* Assist with month end process including the preparation of schedules and documentation

## Qualifications for assistant, finance

* With 1-2 years of relevant working experience is preferred
* A minimum of 5 GCSEs (or equivalent) at A-C grade (including Maths and English)
* Experience in handle BIR audit
* Experience working in a variety of accounting/finance positions
* 1-3 years of Financial/Reconciliation experience
* Liaising with the accounts team for client signed estimates informing them when PN’s come through