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# Example of Assistant, Finance Job Description

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

## Responsibilities for assistant, finance

* Prepare sales and account managers commissions
* Assist company accountant with month end duties
* Review creditors aged trial balance sheets
* Dealing with customers on a regular basis
* Set up new customers and credit checks
* Processing credit card and direct debit payments
* Allocating and receipting of payments
* Entry of invoices into Accounts system
* Follow up on outstanding customer accounts
* Answer customer account enquiries

## Qualifications for assistant, finance

* Minimum 5 years working experience in a large commercial environment
* Must have strong business sense and be proactive in resolving financial issues
* Qualified membership of recognized professional accounting body, highly prefer candidates with prior Big 4 experience
* Checking the weekly expenses payment run
* Basic finance/accounting knowledge (sales, demand, unit price)
* Minimum 1 year of experience in a Finance Department