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# Example of Finance & Accounts Job Description

Our growing company is looking to fill the role of finance & accounts. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finance & accounts

* Have full responsibility for EMEA/APAC multi entity credit control and weekly aged debt reporting
* Analyse customer reporting to agree and bill/accrue accurately
* Help clear invoicing queries and disputes within laid down timescales, using escalation process if they remain unresolved
* Research and allocate unidentified payments received against correct invoices
* Aged debt cash flow preparation
* Checking and authorising sales orders in Advertising System, Sales Force
* Reconciling Salesforce to Netsuite
* Develop constructive relationships with fellow team members and with relevant colleagues
* Work with the Revenue Coordinator identify risks to the efficient working of company processes and help implement controls and procedures to effectively operate these
* Staff Purchases

## Qualifications for finance & accounts

* Prioritize urgent invoice and aged invoice processing
* 3 to 5 years of work experience in the area of media/entertainment AR or related
* Strong accounting knowledge of debits and credits required
* Exceptional analytical and problem-solving skills and strong Excel skills required
* A proactive, self-directed approach with the ability to multi-task, think creatively, and learn quickly in a fast-paced environment
* Detail-oriented and have a high sense of urgency and exceptional organizational and project managing skills