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# Example of Finance Admin Job Description

Our innovative and growing company is looking for a finance admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for finance admin

* Use and knowledge of Smart View
* Reconcile and verify data to ensure integrity of the application
* Works closely with team members and users to understand priorities and requirements impacting financial planning and analysis
* Implements best practices and appropriate policies and procedures
* Provides end user support and on-going training programs
* Publishes budget and planning written guidance
* Direct and coordinate financial planning and budget management function
* Oversee daily operations of the finance, accounting, grants functions, donations, and industry deals
* Manage the preparation of financial reports, outlooks and financial forecasts
* Draft high level financial communications and messages for internal and external stakeholders

## Qualifications for finance admin

* Comprehensive knowledge of Microsoft Office Excel (pivots, lookups)
* Strong computer skills, including demonstrated proficiency of Microsoft Excel is a must
* Fluent or native level of French and fluency in English
* Proficient in Microsoft Office Tools (Excel, Outlook)
* Bachelor’s Degree or equivalent experience in Computer Science or a related discipline and at least seven (7) or more years’ experience in implementing technologies and/or vendor platforms to service the business needs
* Strong knowledge and experience with Sanctions screening, AML Surveillance, Fraud and other compliance functions