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# Example of Finance Administrator Job Description

Our company is growing rapidly and is looking to fill the role of finance administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for finance administrator

* Undertake a range of more complex technical support tasks data compilation, reconciliation, research and analysis and make recommendations for improvement to processes, procedures and systems
* Undertake general administration duties for the Finance team as may be required
* Any other Finance related work as directed by the Senior Finance Officer or Head of Finance
* Process Manual credit cards/refunds
* Reconciliation in UK
* Dealing with daily discrepancies
* Collating receipts and vouchers from the deposits from all transactions
* Identify missing tender/losses and follow up
* Reporting internally
* Project Setup, maintenance and close-out

## Qualifications for finance administrator

* Willingness to regional and international travel as required
* Minimum 3 years experience performing the job responsibilities of this position
* Requires understanding of general bookkeeping procedures
* Client Invoicing – Time and Materials and Percent Complete
* Distribution of draft invoice
* Project manager and client support