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# Example of Finance Administrator Job Description

Our growing company is searching for experienced candidates for the position of finance administrator. 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 administrator

* Pull backup documentation for client invoicing
* Checking System logs to ensure services are running
* Checking emails in the purchasing inbox and taking appropriate action
* Providing client support which includes password resets, user set ups and account amendments
* Preparing files to upload on to SAP/Hyperion
* Running a print run routine to create requisitions into purchase orders
* Reports status updates regularly to project management
* Executes and tracks capital spending
* Processing payments (GBP and other currencies) to clients, internally and third parties via payment file and through manual payment processing, ensuring accuracy, timeliness and fully compliant work practices
* Willingness and ability to work flexibly within a time-bound environment, prioritising and balancing tasks and activities to ensure externally driven timescales are adhered to daily cut offs for different banking procedures

## Qualifications for finance administrator

* Bachelor's degree in Finance, Accounting, or related field and/or Billing Experience
* Detailed understanding of procedures for keeping accurate job costing accounting records on a timely basis
* Experience with Deltek Vision accounting system
* AAT Qualified desirable
* Have recent finance systems administrator experience
* Have worked with a large finance system previously