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# Example of Finance Administrator Job Description

Our growing company is hiring for a finance administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for finance administrator

* Maintaining all divisional accounts and metrics reports
* Manage the new starter process and arrange inductions
* Review all invoices for appropriate documentation and ensure proper approvals and authorisations throughout the Accounts Payable process, including liaising with the Warehouse, Newsdesk, Library
* May train, coach, and review the work of other staff, as needed
* Responsible for the balance sheet cash account reconciliations
* Process invoices and ensure for the accuracy
* Responsible for claims cheques process, identifying anomalies
* Work closely with the rest of the cashier team
* To assist and maintain proper record of licenses/permits contracts and other key hotel documents and ensure timely renewals
* To sort and route outgoing documents for the relevant authorities to sign (eg

## Qualifications for finance administrator

* Maintaining payroll system to ensure that all current standards are adhered to
* SAP experience – Payables, Receivables and General Ledger
* Proficiency in basic business applications, such as Microsoft Office
* 1-3 years administrative and finance experience
* Minimum completed Bachelor’s degree in related field of Business
* Must be able to work standard professional business hours