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# Example of Finance Assistant Job Description

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

## Responsibilities for finance assistant

* To be responsible for producing accurate financial reports and input and retrieve ORACLE to budget holders as required
* Work closely with the Finance team by providing cover for other colleagues, contribute to team meetings, identify new ways of working that improve the service, and look to share best practice across the School
* To initiate and maintain contact with relevant suppliers and liaise with the Finance Division as required, specifically resolving discrepancies or problems with orders and invoices
* To be responsible for cheque and cash banking, process cash receipts and initiate cheque payments including administration of petty cash, ensuring compliance with cash handling procedures
* To ensure analysis codes and account codes are used is a consistent way
* To be responsible for producing financial reports to budget holders as required to include accurate reconciliation of Research Grants to be produced for the Principal Investigators on a monthly basis
* To assist in the Post Graduate Open Day – ensuring our new Post Graduate Students have awareness of the services of the Dental Finance Office
* To assist the Finance and Research Manager in the accurate recording and reconciliation of the School of Dentistry Inventory Database including the Off-site register
* Ensure all practices within the School are fully compliant with the University’s financial regulations and procedures
* Manage Calendar for Global Agency Finance Director Agency and International Finance Directors

## Qualifications for finance assistant

* Feel comfortable to deal with daily admin works and provide assistance to the team
* Able to work at least 5 days/week for 6-9 months, can start to work as soon as possible
* Experience in an accounts environment
* Continuously improve process design focussing on simplification, standardisation, quality improvement and cost minimisation
* Providing support as required to other process areas
* Minimum 5 years progressive experience in Finance