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# Example of Finance Assistant Job Description

Our innovative and growing company is looking for a finance assistant. 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 assistant

* Assisting with budget process for BCD Ireland
* Experience of coding overheads to the general ledger and allocating invoices to cost centres
* Experience of processing overhead invoices and controlling authorisation of these
* Ability to communicate with suppliers and colleagues, ensuring that queries are dealt with effectively
* Ability to manage tasks with guidance from line manager
* Ability to work under pressure and manage time effectively
* Help with other basic accounting/financial data management, analysis, and process including pricing, sales
* Accounts receivable – debtors collections and recoveries
* Prepare staff payroll timesheets for HR payroll processing
* Attend to customer account enquiries and payments processing

## Qualifications for finance assistant

* Checking the intercompany payment run (once a month)
* Setting up vendors (suppliers) in maconomy doing credit check/Companies house check
* Able to respond to changing priorities
* Able to manage a high volume workload
* Develop strong relationship with Finance Plus
* 2+ years AP/AR experience within a multinational environment