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# Example of Finance Assistant Job Description

Our company is growing rapidly and is looking to fill the role of finance assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance assistant

* Assigning and maintaining customer records and management of correct data
* Assist with Accounts Payable overflow
* Assist with Accounts receivable overflow
* Assist with reconciliations (intercompany etc)
* Other ad hoc duties same day and foreign currency payments and pro forma payments, maintaining files, archiving, assisting auditors with requests, completing reconciliations
* Take part in everyday shared tasks e.g scanning of Invoices for sending to AP
* General clerical tasks, checking information, collecting data, handling telephone enquiries, photocopying, transferring of costs, distribution of mail and any other administrative duties relating
* Maintain strong communication with onshore & offshore team
* Management of all aspects of RIG and OG forecasts
* Providing cover for UK Finance Assistant by producing bi-monthly NNS Cash-Ups and branded analysis in accordance with the monthly timetable, when required

## Qualifications for finance assistant

* Bachelor degree, Major Accounting with experience in AR collection 1-2 Years
* Review regularly expenses for accuracy, proper approval, and identification of expense category, and ensuring correction of any errors or discrepancies
* Prepare country office budget(s) for both AS/IS and analyze variances
* Works with Finance Officer to ensure a strong control environment in the office, providing advice on control issues
* Ensures that audit and quality assurance reviews’ recommendations are implemented
* Provide advice and guidance on WBG policy and practice