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# Example of Finance Assistant Job Description

Our innovative and growing company is looking for a finance assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for finance assistant

* Schedule and arrange department meetings and special events
* Manage the fleet of company cars with Lease Plan
* Monitor and file corporate registrations in a timely fashion
* Produce and distribute various reports to management
* Coordinate foreign and domestic travel arrangements
* Perform other duties, tasks and responsibilities as assigned by management
* Processing of payments to retailers, dealers and customers
* Web Payments, Retailer Adjustments, B&Q Capital Repayments and the collection of Direct Debits
* Completion of all other duties associated with the daily cashier duties including Direct Debit rejections, ADDACs, AUDDIS & Direct Credit Files
* The customer receipts are to be applied to the customer accounts within Portfolio on the day that these are actioned

## Qualifications for finance assistant

* Provides data entry support for daily revenue/census reporting, operating statistics reporting, bi-weekly productivity reporting and other financial projects as assigned
* Analyzes statistical data and performs limited financial analysis in support of department requirements
* Develops and/or revises reporting processes for efficiency and in ensuring accuracy and integrity of all data are maintained
* Demonstrates self-directed ability to work through problems, coordinating input and feedback as necessary to provide for recommended solutions
* Assists the team in the maintenance and operation of TSI
* Builds inputs and maintains various spreadsheet applications that support reporting responsibilities (e.g., daily revenue/census, bi-weekly productivity, monthly operating statistics)