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# Example of Technology Assistant Job Description

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

## Responsibilities for technology assistant

* Domestic and international travel management whilst understanding and adhering to Group policies for travel and expenses
* Manage invoicing mailbox and renewal of Purchase Orders for on-going services AD HOC ordering and tracking of procurement and service invoices
* Maintaining staff records such as org charts, mailing lists
* Set up and induction of new staff, facilitator for staff transfers and departures
* Arrange team Town Halls, meetings and events
* Ad-hoc reporting and other tasks for directors
* Meeting co-ordination and general assistance for three Directors
* AMEX expense reconciliation for Directors
* Managing allocated team areas and co-ordinating team or individual relocations
* Coordinating team events and functions

## Qualifications for technology assistant

* Previous experience of UK statutory accounts preparation or audit including knowledge of key disclosures within a set of financial statements
* Experience of clients' processes for preparing or auditing statutory accounts in a group environment
* Qualified in ACCA, ACA or CA
* Proficient in using Microsoft Excel, ideally familiar with pivot table and functions such as VLOOKUP, SUMIF
* Meeting/Calendar management co-ordinating with internal global partners and various external partners/companies
* CRM updates – ensuring the various tracking databases are kept up to date on a timely basis and relevant information shared w/team