



Example of Assistant Administrator Job Description

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Our company is growing rapidly and is hiring for an assistant administrator. 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 assistant administrator

- WIPS – Identify and accrue revenue where appropriate
- Accruals – Identify and accrue costs where appropriate
- Deferred Income – Manage Deferred Income accurately and reconcile back to training statements
- Review forecasts with cost centre managers to ensure accuracy and advise where appropriate
- Annual Maintenance – Assist Commercial and Finance Manager with the annual maintenance process ensuring accuracy of both statements and invoices
- Invoice Query Resolution
- Credit control – Assist with the chasing of payment for Annual Maintenance invoices
- Researching and booking travel and hotels for internal staff and external parties, including coordinating with travel agencies
- Supporting the preparation and logistics for events, such as overseeing registrations for events, liaising with venues and suppliers, ordering stationery, preparation of delegate packs, name badges, providing reception duties and general support at events
- Administrative tasks, such as accurately updating various databases, spreadsheets and filing systems

Qualifications for assistant administrator

- Advanced skills using spreadsheets, databases and word processing programs
- Experience in developing applications with these types of programs
- Ability to effectively communicate with the positions supported, peers, finance professionals and customers
- Work experience in a financial environment
- Monitoring functional email boxes