



Example of Financial Assistant Job Description

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Our growing company is searching for experienced candidates for the position of financial assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for financial assistant

- Lead all compliance aspects of a legal entity
- Complete tax packs and tax questionnaires for income tax provision and tax return preparation for legal entities
- Liaise with the tax dept and external advisors in this regard
- Review legal documents requiring execution in relation to integration steps for acquired entities and ensure correctly reflected for local statutory purposes
- Assist with the preparation of dissolution plans for acquired entities
- Provide support in managing entities for dissolution
- Collaborate with internal departments and with external consultants to ensure dissolution of acquired entities is completed within the required timeframe
- Maintain records of all events relating to dissolutions in an organised and secure manner
- Communicate relevant issues, status, updates, proposals etc to senior management
- Prepare documentation so that purchase orders can be set up for services and deal with any supplier queries on payment status etc

Qualifications for financial assistant

- Credit analysis and credit review
- Familiar with VAT system

- 2-3 years general accounting and office experience
- You'll have experience working in a large office environment with strong customer service skills and be able to guide clients through complex processes and information
- You'll ideally have skills within financial assessment or social care processes but this is not essential