



# Example of Financial Assistant Job Description

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

## Responsibilities for financial assistant

- Take receipt of packages, match with PO, and settle discrepancies with vendors on PO vs
- Keep records of employee cash out vs
- Updates calendar, spreadsheets, templates and forms
- Creates summary reports
- Coordinates and/or provides information for annual salary review process
- Reconciles VISTA entries on budget templates to ensure payroll is correct
- Prepares account, budget, cost, expenditure and/or funds analysis
- Provides reports to managers/PIs in tracking payment status and notification when balances and activities do not comply with policy, procedures or are inadequately prepared
- Provides administrative support to our transportation group in the St
- Liaise with outsourced partners in the preparation of EMEA subsidiaries' local statutory and tax accounts in six countries (UK, SE, FR, IT, ES, DE)

## Qualifications for financial assistant

- Qualified or part qualified - ACCA, ACA, CIMA or equivalent
- Experience of Fixed Assets
- Maintains and tracks individual budget accounts
- Work closely with IT to stabilise and further enhance system controls, processes and procedures
- Two or more years' accounting experience

