



# Example of Financial Assistant Job Description

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

## Responsibilities for financial assistant

- Attend meetings as required, documentation & distribution of meeting minutes
- Occasionally assist with set-up and clean-up of events
- Assists with training of new staff members and provides guidance
- Creates & provides financial training on practice, procedure, policy &/or laws & regulations to customers
- Supervises or leads temporary, part-time or work study students
- Tracks fees paid and contracts signed
- Prepare weekly / monthly cost centre reports and liaising with departmental managers to understand key variances and identify risks and opportunities within the factory
- Having a hands on approach to budgeting and forecasting and an ability to find creative solutions and new ways of working
- Being the custodian of the fixed asset register and creating the projects for the site as we continue to grow and support our safety first culture
- Lead delivery of strategic cost improvement projects someone with some experience in Six Sigma, FI, or other cost reduction programmes

## Qualifications for financial assistant

- Outstanding interpersonal skills and ability to be a congenial and participatory team member
- 3+ years of administrative and accounting experience within a university setting

- Experience with the fiscal-year closeout process for the University
- Bachelor Degree in Accounting/Finance/Economics/Business