

Finance Assistant Job Description



FINANCE ASSISTANT RESPONSIBILITIES INCLUDE:

- Updating financial spreadsheets with daily transactions
- Preparing balance sheets
- Tracking and reconciling bank statements

JOB BRIEF

We are looking for a Finance Assistant to support our day-to-day transactions, including expenses and payroll.

Finance Assistant responsibilities include processing payments, maintaining cost reports and managing invoices. If you have an accounting background and are interested in procedures like tax management and budget preparation, we'd like to meet you.

Ultimately, you'll help maintain our company's financial health and make sure we use our resources beneficially.

RESPONSIBILITIES

- Update financial spreadsheets with daily transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports (fixed and variable costs)
- Process tax payments
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable
- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in quarterly and annual audits

REQUIREMENTS

- Work experience as a Finance Assistant, [Finance Officer](#) or similar role
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. QuickBooks)

- Organizational and time-management skills
- Attention to detail, with an ability to spot numerical errors
- BSc degree in Finance, Accounting or Economics

SOURCE: <https://resources.workable.com/finance-assistant-job-description>