Finance Officer Job Description



FINANCE OFFICER RESPONSIBILITIES INCLUDE:

- Keeping accurate records for all daily transactions
- Preparing balance sheets
- Processing invoices

JOB BRIEF

We are looking for a Finance Officer to take charge of the financial health of our company by administering accounting operations to meet legal requirements.

You should be familiar with audits, invoices and budget preparations. Our ideal candidate demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organizational skills and be able to handle time-sensitive tasks.

Ultimately, you'll be responsible for the day-to-day management of our financial transactions and procedures.

RESPONSIBILITIES

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation
- Review and implement financial policies

REQUIREMENTS

- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software

- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- BSc degree in Finance, Accounting or Economics
- Professional qualification as a CFA/CPA is considered a plus

SOURCE: https://resources.workable.com/finance-officer-job-description