

Job description

We are looking for a finance assistant to support our financial department. The responsibilities of a finance assistant include processing payments, updating financial records, and managing invoices.

To be successful as a finance assistant, you should have strong knowledge of bookkeeping and accounting principles, good organizational skills, and working knowledge of accounting software. Ultimately, a top-notch finance assistant should have integrity, excellent mathematical skills, and an understanding of data privacy standards.

Responsibilities:

- Processing and preparing financial statements.
- Assisting the finance manager with credit control processes and expense analysis and day-to-day financial operations.
- Overseeing client accounts.
- Creating, sending, and following up on invoices.
- Collecting and reviewing data for reports.
- Maintaining a digital record of all financial transactions, documents, and supplier information.
- Coordinating daily financial tasks with the financial management team to optimize workflow.
- Compiling financial data reviewing and performing audits on financial statements and reports.
- Reporting discrepancies.
- Suggesting improvements in accuracy, efficiency, and reducing costs.

Qualifications

To be successful in the Financial Assistant position, individuals must be committed to developing, maintaining, and demonstrating the following:

Education and Experience:

- Degree, diploma or certificate in Business or a related field.
- Minimum one-year education in Accounting or Finance.
- One to three years' office experience, with minimum one-year experience in accounting/finance, in a service oriented, fast paced environment

Skills and Abilities:

- Solid working knowledge of MS Office including Word, Excel, Outlook and ability to troubleshoot minor computer problems.
- Superior skills in working with numbers, detail orientated.
- Excellent organizational skills with ability to multi-task.
- Ability to complete work in a timely manner with accuracy and attention to detail.
- Ability to work independently with minimum supervision.
- Good judgment and ability to prioritize assignments.
- Understanding of the programs and services provided by the Company.
- Ability to exhibit a professional attitude and image with a commitment to high quality customer service.
- Excellent interpersonal, oral, and written communication skills; ability to effectively communicate and interact with all individuals with integrity, empathy, and sincerity.
- A positive attitude and customer focused approach
- High levels of integrity and ability to handle confidential information.

Job Type: Full-time

Benefits:

- Extended health care
- Paid time off

Schedule:

- 8 hour shift
- Day shift
- Holidays
- Monday to Friday

Education:

- Bachelor's Degree (preferred)

Experience:

- Accounting: 1 year (required)
- Administrative experience: 1 year (preferred)